

Task / Activity:	Schools - Covid-19	2 nd Lockdown Risk Assessment	Ref:
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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

Directorate:	Schools	Date of Assessment:	05.01.2021 / Revised 09.01.21 / Revised 12.01.21
Business Unit:	Birkwood Primary School	Manager Responsible for Basic Activity:	Mrs Julie Allen MBE
Service / Function:	Primary Schools	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 Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertaken a workplace/pre-term inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place Fire Risk Assessment to be reviewed and the Fire log-book is up to date Legionella checks up to date Risk Assessment reviewed regularly and revised in light of new guidance Cleaning carried out in line with Covid-19 guidance issued (.gov.uk). Guidance updates shared with all relevant staff and Nurse Electrical, gas and ventilation systems check up to date 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 Ensure good ventilations in all classrooms and office environments, whilst a comfortable teaching environment is maintained. Extra heaters may be used if required. Only essential visitors in school Limit parents/ carers into Reception Visitor records in place to show Name, Company, Contact Number for track and trace purposes 	<ul style="list-style-type: none"> Fire drill to be repeated termly Legionella, fire and routine checks to continue as usual 	Peter Jones Gill Lawson
2. Infection Control	Initial Risk Level = High		Risk Rating following Actions = Low	
	Infection of coronavirus	<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they 		Julie Allen

	<p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<p>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</p> <ul style="list-style-type: none"> • If symptoms suspected, test to be undertaken and self-isolate until results received • 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 at least 10 days 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 • If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms • 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 • 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 		Gill Lawson
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		<p>their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> • First Aid procedure/policy updated (addendum) guidance issued to all staff • Additional signage placed around school, procedures communicated to ensure handwashing throughout the day • 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 • Sanitising stations established in all learning areas with sanitiser that contains not less than 70% alcohol • Hands to be washed/sanitised on arrival at school, after breaks, when changing rooms and before/after eating • 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 • 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 • Children advised to cough/sneeze into elbow • Cleaning frequently touched surfaces throughout the day using standard products (such as detergents and bleach) • Cleaning materials placed in all learning areas for regular cleaning of frequently touched surfaces eg desks and door handles • 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. 	
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		<ul style="list-style-type: none"> Only vulnerable and critical worker children to attend school, including in Nursery 		
3. PPE (including face masks/ coverings)	Initial Risk Level = Medium		Risk Rating following Actions = Low	
	Spread of infection (coronavirus)	<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"> 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 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 It is <u>very important</u> to follow the COVID-19 Outbreak Control Plan for Schools which is kept in the Covid-19 Key Documents File in JA's Office Parents/Carers to wear masks in all areas of the school site (both inside and out), unless exempt 		Julie Allen Donna White Ben Froggatt Gill Lawson

		<ul style="list-style-type: none"> • All staff to wear masks when in contact with any parent/carer/visitor inside and outside school building • All staff to wear face coverings whenever they are outside of their own classroom. Face coverings are optional when on playground duty • 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 • 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 • If a child becomes ill with symptoms, the 1st base would be Mr Froggatt's room, 2nd 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 • Child to be reassured, kept at a safe 2m distance • Toilet access to be Visitor's toilet area, cleaning team informed 	<ul style="list-style-type: none"> • 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.
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4. Staff	Initial Risk Level = Medium		Risk Rating following Actions = Low	
	<p>Infection /transmission of the coronavirus to adults</p> <p>High Risk to Nursery teacher and Nursery Teaching Assistant who have symptoms of long-Covid after prolonged illness following positive testing for Covid-19</p> <p>Risk of full closure of Nursery for prolonged period of time due to permanent staff illness</p>	<p>Minimise mixing of staff around school including:</p> <ul style="list-style-type: none"> Support staff will be in the same class every day Staff lunch and break times staggered A range of spaces provided to eat lunch – ICT room (Upper KS2), Cook it Room (Lower KS2), Staff Room (KS1). Staff to ensure social distancing is adhered to in these areas 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 Staff who are clinically extremely vulnerable will receive a confirmation letter from the NHS Regular reviews of staffing will be carried out in case of absence, changes to guidance, advice from LA and Public Health etc. Only vulnerable and critical worker children to attend school, including in Nursery Roles of clinically extremely vulnerable staff undertaken (individual Risk Assessments written for AS, JP, GS due to needs of child and AB) Teaching staff consulted as to whether they prefer to work from home or in school ~ all teaching staff based in school within age phases Rooms designated for filming of remote learning within age phases 	AS, JP to shield	Julie Allen Gill Lawson

5. Pupils	Initial Risk Level = High		Risk Rating following Actions = Low	
	Infection /transmission of the coronavirus to children	<p>Pupils reminded of social distancing and hygiene rules below at beginning of Spring 1</p> <p>Reduce contact between people as much as possible e.g. only mix in a consistent group bubble including:</p> <ul style="list-style-type: none"> • Children will be treated as individual “Class Bubbles” • Children will remain as far as possible within their classroom bubble throughout the day • Children asked to limit the amount of equipment brought to school. Each child to be provided with their own resources, none to be shared • Essential equipment only, no mobile phones • 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. <p>Ensure social distancing is adhered to as much as possible by:</p> <ul style="list-style-type: none"> • Adults aiming to stay 2 metres away from children, minimise face to face contact and minimise time spent within 1 metre of children • 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 • For younger children, the emphasis will be on separating groups and for older children, social distancing where possible 		Julie Allen Gill Lawson

		<ul style="list-style-type: none"> • Frequent hand cleaning and good respiratory hygiene practices at regular times throughout the day eg before and after all playtimes, lunchtimes • Pupils allowed to wear extra clothing to allow windows to remain open during cold weather 		
6. Safeguarding	Initial Risk Level = Individual to child		Risk Rating following Actions = Individual to child	
	Danger of harm to child when not in school to be monitored Online safety when accessing remote learning	<ul style="list-style-type: none"> • Vulnerable children contacted and encouraged to attend school • Regular contact to be made with children, at least weekly • Records of attendance to be kept both of children physically attending school and those accessing learning from home • Pastoral checks by teachers of children not attending school • Pastoral checks by BF and LT of vulnerable children not attending school by • Working together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing concerns using supporting guidance, considering the child's circumstances and their best interests • Working together with the local authority and social worker (where applicable) and other relevant partners to encourage the child to attend educational provision, particularly where the social worker agrees that the child's attendance would be appropriate. Where schools grant a leave of absence to a vulnerable child they should still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child and ensuring that the child able to access appropriate 	<ul style="list-style-type: none"> • Weekly pastoral checks by phone call • Remind parents/carers of online safety 	

		education and support while they are at home.		
7. Clinically extremely Vulnerable and Clinically Vulnerable	Initial Risk Level = High		Risk Rating following Actions = Low	
	Increased susceptibility of infection	<p>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace.</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable staff are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. • Staff should talk to their employers about how they will be supported, including to work from home. <p>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</p> <ul style="list-style-type: none"> • While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. 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 the 'prevention' section of this guidance. • 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. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. 	<ul style="list-style-type: none"> • AS, JP to shield 	

		<ul style="list-style-type: none"> • People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. • AB to work from home as in 3rd trimester of pregnancy 		
8. Pupils with education, health and care plans or on SEN support	Initial Risk Level = High		Risk Rating following Actions = Low	
	Spread of infection (coronavirus)	<ul style="list-style-type: none"> • 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 Teachers and BF to plan meeting children's needs in consultation with parents/carer • Health care plans up to date 	BF/GL to speak to parents/carers of children with medical conditions to ascertain extra measures required if unsure	Julie Allen Gill Lawson Ben Froggatt
9. Lunchtimes	Initial Risk Level = Medium		Risk Rating following Actions = Low	
	Infection/transmission of the coronavirus	Minimise contact between groups by: <ul style="list-style-type: none"> • All classes eating dinner in the Hall, 4 sittings in extended year group Bubbles to ensure nutritious daily meal • Lunchtime staggered times • FS2 to use main playground area for lunchtime play • One dinner lady allocated consistently to each class wherever possible • 1:1 support for SEND children, also to be consistent person wherever possible • Zones allocated for outdoor play; Dan from Active Learn to support • 3 marked Zones supervised by consistent staff • PE equipment provided for each class • FSM children provided with 'Grab a bags', food parcels or Vouchers (when available) 		Julie Allen Gill Lawson

10. Classrooms	Initial Risk Level = High		Risk Rating following Actions = Low	
	Infection/transmission of the coronavirus	<p>Maximise social distancing opportunities by:</p> <ul style="list-style-type: none"> • Arranging classrooms with forward facing desks and sit side to side, where appropriate for older year groups • Remove unnecessary furniture to increase space • Reduce sharing of equipment/resources by having personalised equipment for staff and children • 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) • Supply of hand sanitizers, tissues, anti-bacterial spray, disposable cloths and wipes available in each classroom • Supply of hand sanitizers, tissues, anti-bacterial spray and wipes put on a regular order • Signage within each classroom to encourage infection control 		Julie Allen Gill Lawson Class teachers Donna White
11. Curriculum/Extra curriculum	Initial Risk Level = Medium	Due to difficulties with social distancing, risk rating varies	Risk Rating following Actions =Low	
	Infection /transmission of the coronavirus	<p>Avoid contact between groups whenever possible by:</p> <ul style="list-style-type: none"> • No after school clubs at present due to mixing bubbles • Avoiding large gatherings such as assemblies, collective worship - Virtual Assemblies led by JA held on Mondays. Celebration assemblies to take place within bubbles on Fridays • Breakfast club takes place in the Hall with entry through COOK IT room in class and family groups • Outdoor learning encouraged through gardening and allocated outdoor PE times 		Julie Allen SLT

		<ul style="list-style-type: none"> • No educational visits to take place • Remote learning for a majority of children • From 11.1.21 children can access 3 live daily teaching sessions • Overview timetable shared with parents/carers via website and links on Twitter • Teachers available online from 8am -4pm to respond to questions from children, parents/carers • Work to be marked and feedback given through Seesaw and Teams as appropriate • Learning to be monitored 		
12. Parents/Carers	Initial Risk Level = High		Risk Rating following Actions = Low	
	Infection of the coronavirus	<ul style="list-style-type: none"> • Discourage gathering at the gates by parents/carers • Only 1 parent to accompany the child to school • Parents/Carers only to come into school if strictly necessary, by appointment only and to wear a mask, unless exempt • All staff to wear masks when in contact with any parent/carer/visitor to school (both inside and outside) • Parents/carers advised of procedures via phone calls, Twitter, updated website, Newsletter and e-mail 		Julie Allen SLT

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	
Manager's Signature	Mrs Julie Allen MBE

Date	05.01.2021 / Revised 09.01.21 / Revised 12.01.21
Date of planned review (not to exceed 12 months)	Reviewed:
Date of planned full re-assessment (not to exceed 24 months)	