

September fully opening Covid-19 Risk Assessment

Location / Site	
Boxgrove C of E Primary School	
Activity / Procedure	
Risk assessment review	
Assessment date	
03/09/21	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

<u>Identify hazard</u>			
Transmission of the virus in classrooms (including transmission to those that are vulnerable)			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Parents, children and staff directed not to come to school if they have COVID 19 or have any symptoms. 2. Parents directed to follow quarantine regulations 3. Send home anyone that displays symptoms during the day immediately and advise them to follow current guidance 4. Provide details to staff and parents of testing procedures and ask for the outcome to be shared with the school. 5. Provide testing kits to those that develop symptoms in school or have barriers to accessing a test elsewhere 6. Remove unwell children to a separate area and close the door 7. School will engage with the NHS Test and Trace process and follow local health protection advice 8. 'catch it, bin it, kill it' approach should be followed. 9. The classroom should be kept well-ventilated - when the heating is on, windows should still 			

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be open slightly. Windows or doors should be opened wider during playtime and lunchtime to increase ventilation.

10. Send parents details of any changes to the risk assessment that they need to act upon
11. Regular handwashing is built into school culture.
12. Frequently touched surfaces should be wiped down at lunchtimes and cleaned at the end of the day
13. In the event of a temporary closure remote education will be provided through Google Classroom, the school will follow the DfE contingency framework
14. In response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government the school will implement some, or all, of the measures identified in the Outbreak Management

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus in toilets			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Frequently touched areas, including door handles, flush handles, toilet seats, toilet roll holders taps, soap dispensers , cleaned after each day 2. Staff toilet to be kept for the sole use of staff and visitors (except if a COVID case is suspected). 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus through First Aid/Intimate care			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. PPE will be available from the Head’s office 2. The first aider should assess whether first aid is essential, 3. The first aider should minimise the time sharing a breathing zone with the casualty and direct them to do things themselves where possible 4. If close contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn. 5. The area should be thoroughly cleaned after use 			

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6. If there is a potential COVID case, the child should be isolated and the door closed. Staff should remain 2m from the child. If this distance cannot be maintained PPE should be worn. PPE should be donned and doffed according to the training.
7. If needed, the child should use the staff toilet which should be cleaned and disinfected using standard cleaning products before being used by anyone else.
8. Staff should wash their hands thoroughly for 20 seconds after any contact with anyone who is unwell
9. If the child becomes seriously unwell, 999 should be called.

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Pupil Wellbeing			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Time given to address and equip children to respond to issues linked to COVID 19 and approaches to improving their physical and mental wellbeing, 2. Provide focused pastoral support when needed 3. Provide reassurance of the measures that have been taken to reduce the risks in school 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Staff Wellbeing			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting discuss concerns and shared control measures 3. Sharing of support helplines Health assured – 24-hour helpline offering free and confidential advice. Tel. 0800 030 5182. Educationsupport.org.uk offer a 24-hour helpline staffed by trained counsellors. The helpline is free and confidential. Tel. 08000 562561. 4. Risk assessments reviewed regularly 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus from adult to adult			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Anti-bacterial hand sanitiser available at the photocopier 2. Adults advised to take a PCR test if they have been contacted as a close contact by Track and Trace and they meet the exemption criteria: <ul style="list-style-type: none"> • below the age of 18 years 6 months • are fully vaccinated • have taken part in or are currently part of an approved COVID-19 vaccine trial • are not able to get vaccinated for medical reasons <p>Adults do not have to isolate while waiting for test results but should wear a face mask in areas where social distancing cannot be maintained. All other adults, not meeting the exemption criteria should self-isolate for 10 days.</p>			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus due to poor personal hygiene			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Soap dispensers re-filled daily in toilets and classrooms 2. Handwashing as part of daily routine 3. Washing hands posters in all washing areas 4. Reminders how to wash hands properly – videos and posters 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Transmission of the virus due to poor hygiene control			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			

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<ol style="list-style-type: none"> 1. Deep cleaning of all classrooms termly 2. Extra black sacks purchased to put in classroom bins 3. Bins emptied throughout the day if necessary 4. Extra cleaning materials purchased 5. Lidded bins in all classrooms 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Offer lateral flow tests to staff (see below) 2. Families should comply with public health advice 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Transmission of the virus through asymptomatic staff			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Offer Lateral Flow testing to all staff 2. Send information provided by DfE to staff including Step by step guide for COVID 19 self-testing version 1.3.2 before distributing test kits, privacy notice, instructional video 3. Secure test kits from unauthorised access in Head's office 4. Store test kits between 2-30 degrees 5. Send staff any updated guidance by email 6. Establish COVID 19 Co-Ordinator and Registration Assistant roles (JD) 7. The Co-Ordinator will: <ul style="list-style-type: none"> • Manage test stock and re-order when necessary • Set up a 'test kit log' • Set up 'test results/register log' • Report any incidents 8. The Registration assistants will: <ul style="list-style-type: none"> • Maintain the 'test kit log' • Maintain the 'test results/register log'- make contact with staff that have failed to report test results 			

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- Wear face masks and maintain 2m distance when handing out test kits
Ensure all staff receive updated instructions with tests
- Advise any staff that receive a positive result that they must book a PCR test and self-isolate

Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments			

Name of assessor	Signature of assessor	Date
Jacqui Dommett		03.09.21

Risk assessment reviews	Ongoing as the situation changes
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