

SEPTEMBER 2021 COVID-19 RISK ASSESSMENT

Location / Site	Insert location and site where activity taking place
ST MATTHEW'S BLOXAM PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
START OF THE AUTUMN TERM REOPENING	
Assessment date	Insert date when assessment is being carried out
6/9/2021	
Assessment serial number	Insert local serial/identification number for future reference

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing around the school resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
- Most staff will be allocated to a class and extended to phase group bubbles (some between) - Adults working in classrooms as much as is possible keep 2m social distancing between themselves – consider allocating sides of the classroom - Staff stay with children most of the day, organising breaks within their phase. However, ensuring staff and children in different phase groups do not mix - staggered playtimes - MDSA and LSA allocated to classes and year groups for lunchtime/breaktime cover - Staff to use rest areas such as Beehive, Building Blox and the Staffroom and social distancing to be adhered to when in rest areas. - Communication between staff and office carried out using walkie talkies and physical visits to the office must be only if essential - Children's medicines stored in office fridge or stored in classroom. If child needs medicine take child to First Aid pod and staff radio office and office staff will come and administer medicine.			

8. Staff to use staff toilet closest to their work area
9. One person using photocopier – adhering to 2 metre distancing with vents and door open. If photocopier in use wait 2 metres apart.
10. Only one person in the stock room at one time – wait outside 2 metres apart if someone is in the stock room
11. When talking to each other ensure there is 2 metres distance between each other and in ventilated space
12. Corridor windows open at all times
13. Classroom windows open when the weather permits. Open at break and lunchtime in cold weather
14. Office windows open at all times
15. Meetings with parents carried out on the phone as much as possible or social distanced outside if possible. If not possible then in airy room with door and windows open.
16. Hand gel provided in all rest areas
17. Hand gel to be used before and after using photocopier and computers in the practical area. Alcoholic wipes also to be used to wipe down keyboards and mouse before and after use.
18. Adults in for meetings where 2 metre social distancing cannot be adhered to re confidentiality face masks will be supplied and worn by members of staff and visitors – plastic chairs used for visitors and wiped down after use with alcoholic wipes
19. Parents evenings – To be decided closer to the time. Consider a mixture of face to face and Teams meetings
20. Intercom set up between visitors and office staff
21. If staff not able to attend school – staff in year group or phase group to cover the class to reduce the introduction of outside supply staff to the school and also reduce the contact of school staff across the school.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Toilets cleaned at the end of the day using Zoflora/fabulosa 2. Sufficient soap in all toilets and checked daily 3. Anti-bacterial spray and cloths in all toilets for adult use – after and before use 4. Hand gel in adult toilets also available to be used when returning to work area 5. Staff to use the toilet nearest to their work area and where possible use the same toilet			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during lunchtimes and breaks and contact from surfaces – resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Rest areas – Beehive, Building Blox and Staffroom. Wipe down toaster and kettle with anti-bac wipes after use. 2. Staff sit 2 metres apart – Chairs to be sprayed with Dettol spray at the end of each day. 3. Signs in staffroom concerning 2 metre distancing and cleaning expectations 4. Hand gel provided in staff room to be used after using shared equipment/utensils 5. Lights put on to normal mode and on to reduce need to switch lights on and off 6. Keep doors open 7. Table and chairs cleaned at end of the day with Zoflora/fabulosa 8. MDSA will be allocated to classes and year groups – See rota from Emily 9. Hot dinners will be eaten in the hall – a staggered rota will be in place 10. Packed lunch can be eaten outside – weather dependant			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. Children and staff staying in their classroom for majority of the time and accessing outside from allocated stairs/corridors/doors. 2. Messages to office via walkie-talkies – visits to the office only if walkie talkie does not work			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Staff have own resources when working with children and in office 2. Hand gel available in all classrooms. Staff to wash hands or use hand gel regularly. 3. Soap available in all classrooms and running water 4. Hand gel to be used before and after using laptop if shared with other staff and interactive white board. 5. Office staff to use own equipment, including wireless keyboards and mice. Area cleaned after use and phone wiped with alcoholic wipes before day starts and in between users 6. If using a shared resource like the cutter, laminator – use hand gel before and after use or wipe with cleaning wipes			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the staff – including anxiety			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting for teachers to discuss concerns and shared control measures. Support staff please report concerns to either the teacher you work with or direct to Anita/Helen/Jo B to be shared. 3. Sharing of support helplines – WCC 4. At least one SLT member of staff on site every day for staff to share concerns 5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible. Please share concerns immediately if action needs to be taken – do not wait for the next review date. 6. PPE masks/ face coverings/visors/aprons offered to staff working with children 7. PPA time covered by same members of staff – to reduce sharing of resources and also should make transferring of info easier 8. Subject responsibilities clarified for all staff	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. All EHCP, those needing intimate care and non-compliant Children will have a COVID risk assessment which includes the families, staff, SENCO and leaders 2. PPE used for intimate care and close contact with children – PPE put on before use so children get used to it. (PPE = gloves, disposable face shield, mask and apron.) Disposing of PPE (except face shield in designated bin) 3. Office staff to monitor levels of PPE and order more if needed 4. All children not complying with new class charters over time will have individual behaviour plan. 5. If staff need assistance re aggressive behaviour that may result in restraint – call made on radio and SLT will attend with PPE pack or wearing PPE 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff and other children are put at risk 7. First aid administered in class or on the playground or in the kite room. If further assistance needed – walkie talkies used to call office staff, who will support with PPE pack. Disposable ice packs used across the school. If child needs to go home or be assessed by senior first aider and safe to do so they can be brought to the foyer and office staff will supervise.			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Hand gel in all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Lidded bins for tissues in all classrooms and staff rest areas – labelled and medical waste bags (green) to be used and emptied in medical waste every night 7. Tissues in all classrooms – checked by cleaners and LSAs every day to ensure there are tissues in every room every day.			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Zoflora/fabulosa 2. School deep cleaned before children return 3. Staff rest areas and toilets cleaned everyday using Zoflora/fabulosa and soap dispensers checked daily 4. Office desks cleaned every day 5. Outside of face visors cleaned if used – left on desk in classrooms if need to be cleaned. 6. Hand gel, anti-virus spray, tissue and soap levels will be checked by site manager every day			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Promote regular LFD testing twice weekly – Sunday and Wednesday 2. Encourage all staff to take the vaccines offered to them 3. Agree staff are allowed to wear PPE when in school if they wish 4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Risk of illness by child or staff member exhibiting symptoms by direct transmission			
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. For children needing serious first aid go to the Kite Room. For children showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to The Nest. Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance. 2. If temperature is taken – encourage children to hold it themselves 3. Office staff call parents if temperature is high (above 37.8 degrees) or continuous cough and ask for child to be collected. 4. Parent instructed and given leaflet concerning getting child tested for COVID and share result with school 5. Disposable PPE in designated bin in disabled toilet, visor left for cleaning and could be re-used if not contaminated. (extra PPE is available) 6. Members of staff supporting child with symptoms – wash hands thoroughly and can return to work 7. If The Nest is used for suspected COVID – not used again and closed sign used to indicate. Cleaned with Zoflora/fabulosa as closest possibility by site manager or cleaners 8. If positive case – School contact PHE and take advice – parents of close contacts will be informed and recommended to take their child for a PCR			

- test. The Headteacher will complete the WCC reporting form.
9. If an outbreak occurs – follow the outbreak management plan

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Changes to the rules on self-isolation			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
- Staff/children/parents should isolate and book a PCR test if they experience any of these 3 symptoms, however mild – a high temperature, a new continuous cough, a loss of change to sense of smell or taste - Staff/children/parents should isolate if they have tested positive with an LFD test and book a PCR test immediately - If a positive PCR test is given – isolate for 10 days - If you have been a close contact or live in the same household as someone testing positive but you are negative and have no symptoms you DO NOT have to isolate if any of the following applies - Fully vaccinated (second dose has passed 14 days) - Under the age of 18 years and 6 months old - Taking part in a vaccine trial - Not able to get vaccinated for medical reasons - Take extra precautions around school if you have been a close contact and do not need to isolate – such as social distancing, hygiene and mask wearing.			

OVERALL level of risk		Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK	
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate
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Name of manager	Signature of manager	Date

Risk assessment review 1	
Date	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 2	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

Signature of those involved in the Review

Risk assessment review 4	
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Date	After second week
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CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

Risk assessment review 4	
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Date	After forth week
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CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

Risk assessment review 5	
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Date	
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CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

Risk assessment review 6	
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Date	
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ST MATTHEW'S BLOXAM C OF E PRIMARY SCHOOL HEALTH & SAFETY

CHANGES TO CONTROLS MEASURES AND OR HAZARDS
Who was involved in the Review
Signature of those involved in the Review

Assessor's comments	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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