



Coronavirus RISK ASSESSMENT Autumn term 2021 (Sept 2021)

Location / Organisation / School	Insert details where assessment taking place
Whiteley Primary School	
What is the Activity / Task / Procedure	Insert details of activity/task being assessed
Re-opening of School – Autumn term 2021	
Who is at Risk	Insert those at risk (eg. staff, children, public)
Staff, pupils, parents, visitors, contractors	

Government guidance (17.8.21) for schools states:

- Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.
- The key control measures that all schools should follow are:
 - Ensure good hygiene for everyone.
 - Maintain appropriate cleaning regimes.
 - Keep occupied spaces well ventilated.
 - Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This risk assessment is built on the risk assessments from the Year 2020-21, taking in to consideration the updated DfE guidance for schools and the current Covid situation. Should there be an outbreak, additional measures contained in the Covid Outbreak Management Plan may be implemented as necessary.

Hazard	Insert a hazard associated with activity/task
Direct transmission of Covid-19 from individuals showing symptoms or who have tested positive for Covid-19.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms; or have tested positive in the last 10 days; or if they are required to quarantine having recently visited countries which require this. If any child, staff member or visitor 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) in school, they will be isolated from others and sent home at the earliest opportunity. • Pupils, staff and other adults who have Covid-19 symptoms must be advised to order a PCR test and self-isolate until they receive a negative result; if positive (or a test is refused), then they must not return to school until 10 days after the symptoms first started, or the date of the test, whichever is earliest, provided they are well enough. Those with barriers to accessing a 	

test to be offered one of the home testing kits provided to the school by PHE.

- Whilst awaiting the result of the test, or if a test comes back positive, members of the household who are over 18yrs 6mths **and** not fully vaccinated will be advised to also self-isolate in line with government guidance. Siblings may continue to attend the school provided they do not have any symptoms of Covid themselves. We will adhere to the government guidance on self-isolation of households:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Parents / staff must inform school office immediately of the results of a Covid-19 test.
- When being brought to the school office, a child showing Covid symptoms will be brought the most direct outside route to the school office. Their belongings will be brought with them or a member of staff will collect these for them.
- If a child is awaiting collection by a family member / agreed adult they will be seated (if dry and warm enough) on a chair outside the main school entrance accompanied by a member of staff who should keep physical distance. If it is raining or cold, the child will be isolated from others in the first aid room with the window open.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- If the child needs to use the toilet whilst waiting to be collected, they should use the hall toilet and then a closed sign should be placed on the door until it has been thoroughly cleaned.
- From 16th August, NHS track and trace have taken on responsibility for identifying and contacting close contacts of positive Covid cases. The school will co-operate fully with track and trace if contacted regarding positive cases within the school, but the school will no longer be responsible for identifying contacts. Please note that due to GDPR, the school are unable to share with parents any personal information regarding potential close contacts.
- The school is no longer required to liaise with PHE for single positive cases in the school environment, but will monitor cases and liaise with PHE and the local authority should positive cases reach the outbreak threshold as defined by the DfE
 - *five children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or*
 - *10 per cent of children, pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.*
- At this point, PHE will advise whether additional control measures need to be implemented for a period at the school – possible measures are detailed in our Outbreak management Plan.

Hazard	Insert a hazard associated with activity/task
Direct transmission of Covid-19 from asymptomatic individuals within the school environment	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • All staff working in school will be offered home LFD Covid test kits (current government guidance states that this will be until at least the end of Sept – then to be reviewed). This will include colleagues from Timeout Childcare, Hampshire Music Service, students on work placements and HC3S staff, not just school employed staff. • Tests to be used twice weekly, prior to attending work. Should the lateral flow test show a 	

positive result, the staff member must not attend work, but will be asked to book a PCR swab test for confirmation of the positive result. Advised to follow the government self-isolation guidance.

- LFT testing not compulsory, but staff actively encouraged to take up offer (this includes any students on placements). All members of households where children attend schools are also entitled to twice weekly LFT testing – this to be regularly promoted with parents.
- Classroom volunteers required to access twice weekly LFT testing timed around volunteering in school.
- All adults (unless exempt) required to wear masks when moving through the shared areas of the school where social distancing from others is difficult and there is no choice in their use - this to include the entrance hall, staff kitchen, toilets, and all corridors.
- Keep left one-way system for corridors. Where possible, classes to be moved via outside routes to access music room, gym, hall etc. to avoid congestion in corridors.
- Although distancing requirements are no longer mandatory, additional spaces will continue to be provided for staff lunchtimes to enable those who wish to keep their distance from others to do so (e.g. hall – additional hot water points available in cookery room & Y6 common room).
- Teacher /TA meetings to be held in larger spaces where possible. Zoom meetings continue to be utilised where face-to-face meeting is not required.
- Office area to continue to be accessed by admin staff only – other staff request items over front desk. One photocopier in shared area near the hall to allow more space. Staff trays moved in to the entrance to the photocopier room to enable staff access without moving through office.

Hazard	Insert a hazard associated with activity/task
Direct transmission of the virus through contact between parents/staff on the school grounds.	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • One way systems in place from each gate: office gate ‘Keep left’; main gate and boardwalk ‘keep right’ to facilitate flow of movement. • Whilst masks will not be mandatory in the school grounds, all adults/over 11s (unless exempt) encouraged to wear face coverings on site in any areas where it is difficult to distance from others. Visitors inside the building required to wear face coverings when moving through the school – removed when seated e.g. for a meeting. • ‘Window’ of time for drop offs to minimise numbers of parents/children moving on site at any one time. Initial stagger of pick up times to help families get into new routines. Parents encouraged to leave the site swiftly after drop off/pick up and to avoid congregating on paths. • Parents asked to email/phone with enquiries for teachers/office whenever possible. Enquiries at the office dealt with through the side window. Screen in place to protect staff and visitors from close face-to-face conversations. • Deliveries in to school left in designated area outside front door. Items for parents passed out through office window. • Parents discouraged from extended conversations with staff at drop off/pick ups. Teachers to arrange for a phone call/email if they need to inform parents of an incident 	

during the day, or to wait until other children have left before meeting parent.

- Where face to face meetings with parents are required, these to be carried out outside where possible or in space where staff and parents can keep their distance.

Hazard	Insert a hazard associated with activity/task
Indirect transmission of the virus through contact with shared surfaces	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Continue to follow thorough cleaning protocol – daily cleaning of toilets, sinks, tables, chairs, door handles, switches and other regularly used surfaces using bleach solution/disinfectant with additional lunchtime clean of tables, door handles, switches, taps and toilets. • Admin staff to have designated phone, work station, chair, computer etc. Cleaning wipes available next to any shared use equipment (photocopiers, phones etc.) • Other staff to have designated work space, chair and equipment where feasible. Where not feasible (occasional use of teacher work rooms/shared admin space/PPA staff), surfaces/equipment to be cleaned between use by different staff members. All offices to have hand gel and cleaning station available. • Whole school ‘fogged’ twice a week (Tues/Thurs) once building empty – on these days, this will replace the need for wiping of chairs and other frequently touched surfaces. • IT suite to be cleaned using the ‘Steri-ez’ cleaner at lunchtime in addition to end of the day clean. • Cleaning staff to wear recommended PPE for their role and to follow cleaning protocol at all times. Additional cleaning hours provided to maintain the cleaning protocol. • Cleaning measures and responsibilities discussed and agreed with any external users of the school buildings to ensure appropriate cleaning before and after use. 	
Hazard	Insert a hazard associated with activity/task
Indirect transmission of the virus through poor ventilation	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> • Regular ventilation of all classrooms– when weather permits, doors to be kept open to allow for through-flow of air. In colder weather, patio doors to be opened for at least 15mins at break / lunchtime to ventilate rooms. • During assemblies, hall/gym doors/windows to be opened where possible. In colder weather, ventilate immediately after use for at least 15mins to circulate air. • Staff to be aware of activities which may be of higher risk such as prolonged singing sessions – ensure room is well-ventilated, space children where possible and ensure room is ventilated after use to allow air to circulate. • DfE to provide CO2 monitor during Autumn term for school to use to assess any areas which may have poorer ventilation. School to take action as required once any potential issues are identified. 	
Hazard	Insert a hazard associated with activity/task

Visitors to the school increasing contacts for staff/children

Control Measures Required

Identify control measure to manage hazard

- Where appropriate, meetings may be held virtually with outside agencies/parents using Zoom/Teams or via the phone. Where face to face meetings/visitors are deemed most appropriate (including parents, outside agencies such as school nurse, social worker, primary behaviour support), steps to be taken to minimise the risk to staff, pupils and visitors considering the location/timing of the meeting. Hand gel to be used on arrival by all visitors.
- All visitors to the school to wear face coverings on approach to the office and whilst moving within the building.
- When greeting visitors/staff at the front desk, admin staff to remain in the internal office doorway to keep a distance.
- Where observations of children are necessary, these to be carried out outside whenever possible, or within the classroom where the visitor can maintain appropriate distancing from all children.
- Contractors to the school (e.g. hygiene bins, essential maintenance etc.) to follow strict hygiene protocols and briefed on requirements in school. Kept away from areas with children. Where possible, contractors to attend after school hours.
- All Hampshire term-contractors are offered twice weekly lateral flow tests – admin staff to check on this on their arrival and offer test if we are their first visit of the day when they are due to test. Test to be provided through office window and contractor asked to wait in their van for the result before working on-site. School to encourage any other agencies /volunteers / visitors to take up the twice weekly LFT testing. This to be a requirement for any volunteers.
- Visiting teachers (for example, sport partnership PE teacher, peripatetic teachers, instructors, interview candidates) permitted to work within the school provided they adhere to the hygiene protocols and take steps to minimise the risk of unnecessary contacts.
- All volunteering arranged via the volunteer co-ordinator to ensure that numbers in school are kept manageable and that any paired reading has a designated space in school to take place. Volunteers assigned to an individual class, or designated children for paired reading, and briefed on ways to minimise the risk to themselves and others. We will not currently offer one-off 'experience/observation' placements – only volunteers who are able to offer a regular commitment. All volunteers to sign up to adhere to the school's risk assessment and briefed on health and safety measures in place and the expectations for volunteers.
- Where possible, school staff who already have links with a year group bubble to be used to facilitate school trips. Where volunteer parents are required, year groups to consider ways to minimise risks of increased contacts (e.g. some may use their own transport for the trip, contacts kept to a small consistent group). Volunteers will be asked to take a LFT test on the day.
- Lettings must provide a specific risk assessment to show that they are Covid secure. Measures taken to limit use of entrances/shared areas where they might meet members of staff (no lettings immediately after school; use of outer doors as the entrance to avoid office door; toilets only used in emergency; no access to staff room when others on the premises).
- School tours for prospective parents will take place with measures in place to minimise contact with staff and pupils – for example, taking place out of doors where possible or out of hours, or through quieter parts of the building, keeping time in the building to a minimum.

<p>All visitors to wear masks when walking through the building.</p> <ul style="list-style-type: none"> School events / performance may be reintroduced following any guidance from county and DfE, and taking in to consideration the local case rates at the time. Where they do take place, measures will be taken to reduce the risks through an individual risk assessment at the time. 	
Hazard	Insert a hazard associated with activity/task
Emotional distress of the children	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> It is acknowledged that a number of children have on-going mental health needs due to the pandemic. Classroom staff will continue to be provided with training and updates as appropriate to help them support children during this time. The school has a regular programme of PDL activities and further opportunities for children to discuss their worries will be provided through circle time and class/individual discussions as necessary. The pastoral support team will continue to prioritise pupils for support through individual and group programmes, including nurture groups, and provide support for other staff to ensure strategies are also implemented on classrooms. Parents continue to be signposted to resources for mental health through Parentmail and the school website. The HSLW is available on the gate each morning to provide guidance for parents and support for children finding it difficult to come into school. 	
Hazard	Insert a hazard associated with activity/task
Emotional distress of staff – including anxiety	
Control Measures Required	Identify control measure to manage hazard
<ul style="list-style-type: none"> Opportunities provided for staff to input and comment on the risk assessment, and involved in discussions regarding the changes to provision in school. Termly staff forum opportunity for staff to identify areas of concerns and suggest solutions. Key information shared on whole staff WhatsApp group and members of SLT collate comments, questions and concerns. Risk assessments reviewed regularly, taking in to consideration staff concerns. School to continue to encourage the use of regular LFT testing and ensure that this in place for all volunteers. Additional spaces provided for staff lunch times (hall) and extra hot water stations provided for coffee/tea breaks. Signposting to resources for adult mental health – Employee Support Line; EP and CAMHS resources on school website etc. 	
With these control measures the risk is:	Adequately controlled to minimize risk
Assessor/Manager's comments	Insert additional information as required

