

# Risk Assessment for January 2021 Nailsworth C of E Primary School

Informed by Safety, Health and Environment (SHE) Updated Risk Assessment (Revised for January 2021)



HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>get a test elsewhere.</p> <p>The school will use reasonable judgement and refuse a child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's '<a href="#">online attendance form daily return</a>'). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask all close contacts that they have identified within school to self-isolate for <b>10 days</b> from the day they were last in close</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</li> </ul>	<p>Cleaners</p> <p>Head Teacher</p> <p>Head teacher with admin staff, class teachers and TAs</p>		



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		<p>disembarking</p> <ul style="list-style-type: none"> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> <li>• Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport</li> <li>• Windows and ceiling vents are opened to maximise ventilation of fresh air from outside</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and/or signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>When wearing face coverings adults need to bring a plastic bag to keep these in during the school day.</p> <p>Anyone wearing any sort of face covering when arriving to school must wash their hands on arrival (as all individuals will), store the covering, and wash their hands again before going to their classroom or office.</p> <p>They mustn't touch the front of the covering during use or removal.</p> <p>Staff (and visitors) will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A</p>	Parents/carers		

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Spreading infection due to touch, sneezes and coughs		<p>supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	All adults in school		
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> </ul>	Cleaners		



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		<ul style="list-style-type: none"> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
Spreading infection due to excessive contact and mixing between		<p>Pupils will be kept to their class groups where possible..</p> <p>Children in EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>In Ks1 and Ks2 Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of</p>	Teachers and TAs		

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pupils and staff in lessons		<p>classrooms to allow for this.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>For team sports, we will follow the <a href="#">return to recreational team sport framework</a>. For individual sports, we will follow the <a href="#">guidance</a> on the phased return of sport and recreation.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory</p>			

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Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		hygiene.			
		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups, unless specialist teaching is required.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Access to corridors to use the playgrounds or at lunchtime will be timetabled.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding with a maximum of 3 children in the area at one time.</p> <p>Staff use of staff rooms will be managed by staff to limit overcrowding.</p> <p>We will limit the number of visitors to the site, where possible. Any visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the</p>			



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		<p>widely while unoccupied</p> <p>Rearranging furniture where possible to avoid direct drafts. Lidded bins will be provided in classrooms will be used to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where appropriate.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside of school hours, or in a room large enough to allow for social distancing.</p>	All		
Individuals vulnerable to serious infection coming into school		<p>If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school if possible.</p>	School staff		