



# St Mary's CE VA Primary School, Tetbury

Covid-19 Risk Assessment

June 2021

<b>Who is covered by this risk assessment?</b>	Pupils Staff Catering and Cleaning staff Contractors Visitors and Parents Vulnerable Groups
<b>Activities covered by this risk assessment</b>	Teaching and learning Drop off and Pick up at school Playtimes Use of toilets Extracurricular activities Wrap around care Cleaning Food provision Visits to school from external professionals and members of the community
<b>Equipment and Materials used</b>	Teaching resources Sports equipment IT equipment Office equipment School catering equipment Cleaning materials and equipment
<b>Location covered by this risk assessment</b>	All school premises and grounds.

Name of person completing this risk assessment	Mrs J Woolley. Headteacher		
Risk assessment approved by	Full Governing Body	Date of approval: 26.05.2021	
Date of completion	25.05.21		
Date of review.			

<b>What is the risk?</b>	Risk of persons being infected with COVID-19 whilst on the school site. Risk of spreading the virus between infected persons.
<b>Who might be harmed and how?</b>	Pupils, staff, parents, contractors, outside agencies, visitors, members of the school community.

What measures are currently in place – systems of control	L	S	R	What else do we need to do?	Who will do this?	By when?	Date completed
<b>PREVENTION MEASURES</b>							
<b>Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school.</b> Pupils and staff and other adults must not come into school if: <ul style="list-style-type: none"> <li>• They have one or more Coronavirus symptoms</li> <li>• A member of their household (including support or childcare bubble) has coronavirus symptoms.</li> <li>• They are required to quarantine having recently visited countries outside the common travel area.</li> <li>• They have had a positive test.</li> </ul> They must immediately cease to attend school and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> <li>• The start of their symptoms</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	Ensure systems of controls are fully understood and communicated to pupils, parents, staff and visitors to school.	<b>JW</b>	<b>Ongoing</b>	

<ul style="list-style-type: none"> <li>The test date if they did not have any symptoms but have had a positive test. (LTF or PCR test).</li> </ul> <p>Any pupil, member of staff or other adult who is told to self isolate by NHS Test and trace or by the public health protection team must not attend school and must self-isolate.</p> <p>All staff encouraged to complete LFT twice a week and log results.</p> <p>If any person in the school develops a new continuous cough or a high temperature or has a loss of, or change in, sense of taste or smell, they will be sent home to isolate for the next full 10 days and arrange to have a test as soon as possible.</p> <p>Any member of the same household will also be sent home.</p> <p>If a child or adult with symptoms is awaiting collection they will be isolated in the Den with the external doors open but internal doors closed. Young children will be supervised by an adult wearing a mask and keeping at least a 2 metre distance. If the symptomatic person requires the toilet, the toilet used will be cleaned and disinfected before use by anyone else.</p> <p>If a parent is unable to collect a child who has one or more symptoms the school will organise for the child to be transported home with the support of the local authority.</p>							
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<p>Where a pupil or member of staff or other adults has had close contact with someone with coronavirus symptoms, they do not need to go home or self-isolate unless the symptomatic person subsequently tests positive or they test positive or develop symptoms themselves or if they are contacted by NHS Test and Trace and asked to self isolate.</p> <p>Anyone who has been in contact with someone who is unwell must wash their hands for 20 seconds with soap and water or use hand sanitiser.</p> <p>The area around any symptomatic person must be thoroughly cleaned after they have left.</p>							
<p><b>Ensure face coverings are used by adults in school where social distancing between adults is not possible.</b></p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>The school will be sensitive to those individuals who are unable to wear face coverings and the Headteacher will carry out a risk assessment for each specific situation.</p>	<b>3</b>	<b>4</b>	<b>12</b>		<b>JW</b>	<b>Ongoing</b>	
<p><b>Hand cleaning arrangements</b></p> <p>Pupils will be supervised in cleaning their hands:</p> <ul style="list-style-type: none"> <li>• When they arrive at school</li> <li>• When they return from breaks</li> <li>• When they change rooms</li> <li>• Before and after eating.</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>	<p>Ensure adequate hand cleaning facilities in each class</p> <p>Ensure protocol for hand cleaning is communicated to all staff and pupils.</p>	<p><b>HG</b></p> <p><b>JW</b></p>		

<p>Pupils will either wash and rinse their hands at the sink or use the hand sanitiser in the classroom. Children can bring in their own named soap from home.</p> <p>Children can bring emollient cream into school to prevent cracking of the skin and they should be encouraged to apply this after cleaning their hands.</p> <p>Adults should supervise children to ensure they rinse their hands thoroughly to prevent excessive drying of the skin.</p>				<p>Monitor hand washing routines in individual classes.</p>	<p><b>HG/JW</b></p>		
<p><b>Ensure good respiratory hygiene</b></p> <p>Children are taught and reminded about the 'catch it, bin it, kill it' approach and classrooms have a sufficient supply of tissues and a bin which is emptied daily.</p> <p>Younger children are supported in maintaining good respiratory hygiene and where appropriate the E-bug coronavirus website is used to educate pupils.</p> <p>Where children with complex needs struggle to maintain good respiratory hygiene or spit uncontrollably, adults in the classroom will be vigilant in using wipes and tissues to reduce the risk.</p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12</b></p>	<p>Ensure tissues and bins are available in each class.</p> <p>Monitor respiratory hygiene rules and routines in each class.</p>	<p><b>HG</b></p> <p><b>JW</b></p>	<p><b>Ongoing</b></p>	
<p><b>Maintain enhanced cleaning, including cleaning frequently touched surfaces.</b></p> <p>Frequently touched surfaces such as tables, chairs and door handles are regularly cleaned using detergents or mild bleach solution.</p> <p>Toilets are thoroughly cleaned on a daily basis.</p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>12</b></p>	<p>Ensure all cleaning staff are aware of expectations.</p> <p>Monitor frequency and standards of cleaning over time.</p>	<p><b>HG</b></p> <p><b>HG</b></p>	<p><b>Ongoing</b></p>	

<p>Wipes are provided for staff to clean resources throughout the day.</p> <p>Resources used by more than one bubble are cleaned thoroughly between uses or left for 72 hours.</p>				Ensure adequate cleaning materials are available	HG		
<p><b>Reducing contacts</b></p> <p>Pupils taught in consistent class groups by same staff wherever possible.</p> <p>Children play in consistent bubbles and in their own area.</p> <p>The number of different staff working within a bubble is kept to a minimum.</p> <p>Contact between year groups is avoided where possible.</p> <p>The number of visitors is reduced to essential visitors only.</p> <p>Screens between year groups are used to minimise contacts in the hall at lunchtime.</p>	3	4	12	<p>Monitor the number of adults working within a bubble over time.</p> <p>Only essential visitors into school.</p> <p>Review systems for lunchtimes.</p>	<p>SLT</p> <p>JW</p> <p>SLT</p>	<p>Ongoing</p> <p>07.06.21</p>	
<p><b>Social distancing</b></p> <p>Desks are front facing in classrooms, with the exception of EYFS and Y1</p> <p>Screens are provided to protect vulnerable staff and frequently visited areas such as the office.</p> <p>Furniture is kept to a minimum to maximise space</p> <p>Staff maintain distance from each other and pupils as much as possible.</p>	3	4	12	<p>Reinforce social distancing rules with staff particularly in the staffroom and classrooms after school.</p> <p>SLT to monitor and remind staff.</p> <p>Communicate protocols to parents, staff and pupils</p>	<p>SLT</p> <p>JW</p>		

<p>Where adults are having face to face meetings, social distancing is maintained and rooms are kept well ventilated.</p> <p>No whole school events such as school assemblies.</p> <p>Parents and carers are encouraged to keep the number of people arriving at school to a minimum during these times.</p> <p>Parents are asked to stay 2m away from each other whilst on the school site and to wear face masks when social distancing cannot be observed.</p> <p>Parents are encouraged to use one way systems and different entrances and exits when arriving at and leaving the school site.</p>							
<p><b>Keep occupied spaces well ventilated</b></p> <p>Classrooms are kept well ventilated whilst maintaining a comfortable teaching environment. This achieved by:</p> <ul style="list-style-type: none"> <li>• Keeping the top windows open in classrooms</li> <li>• Keeping internal doors open – as long as they are not fire doors and it is safe to do so.</li> <li>• Opening windows and external doors more fully during breaks.</li> <li>• Allowing children to wear additional layers, such as a fleece, in colder weather.</li> </ul>	3	4	12				
<p><b>Clinically vulnerable staff and pupils</b></p> <p>Staff and pupils who are extremely clinically vulnerable but should take precautions to protect themselves. They should follow the government guidance for CEV people wherever possible.</p>	3	4	12	Complete risk assessments for any staff who are considered clinically extremely vulnerable.	JW		

Clinically vulnerable staff and pupils can attend school but should follow the system of controls in place.							
<b>Management of children with SEND &amp; administering first aid</b> Individual risk assessments and protocols are completed for children with specific needs.  Staff who are administering first aid are required to wear face masks and gloves.  Where emergency first aid is necessary and a child's life is in danger – staff will deliver the necessary aid wearing PPE where possible.	3	4	12		HS/JS		
<b>Wrap around care</b> Children who attend breakfast club and Twiglets after school club are kept in their school bubbles at different tables wherever possible. Children are encouraged to stay 2m apart from each other and avoid sharing resources. Tables and shared resources are thoroughly cleaned after use. Children are encouraged to wash their hands regularly.	3	4/5	12	Monitor protocols and procedures in after school and breakfast clubs to ensure contacts are minimised where possible.	JW		
<b>RESPONSE MEASURES</b>							
<b>What measures are currently in place – systems of control</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>What else do we need to do?</b>	<b>Who will do this?</b>	<b>By when?</b>	<b>Date completed</b>





based PCR test to confirm the result of the test done at home.							
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## Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely	Risk rating	Actions
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<b>Catastrophic</b>	5	10	15	20	25
<b>Major</b>	4	8	12	16	20
<b>Moderate</b>	3	6	9	12	15
<b>Minor</b>	2	4	6	8	10
<b>Insignificant</b>	1	2	3	4	5

<b>1-2</b>	<b>No action</b>	No further action but ensure controls are maintained.
<b>3-6</b>	<b>Monitor</b>	Look to improve at next review or if there is a significant change.
<b>8-12</b>	<b>Action</b>	Review existing controls and make any improvements identified within a specified timetable.
<b>15-16</b>	<b>Urgent action</b>	Take immediate action and stop activity if necessary, maintain controls rigorously.
<b>20-25</b>	<b>Stop</b>	Stop activity and take immediate action.