



St Mary's CE VA Primary School, Tetbury: Covid 19 Risk Assessment – December 2020

Who is covered by this risk assessment?	Pupils Staff Catering and Cleaning staff Contractors Visitors and Parents Vulnerable Groups	
Activities covered by this risk assessment	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	
Equipment and Materials used	Teaching resources Sports equipment IT equipment Office equipment School catering equipment Cleaning materials and equipment	
Location covered by this risk assessment	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: 09.12.20
Date of completion	01.12.20	
Date of review.		

What is the risk?	Risk of being infected with COVID-19 whilst on the school site. Risk of spreading the virus between infected persons.
Who might be harmed and how?	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
<p>Reducing contacts</p> <p>Pupils taught in consistent class groups by same staff wherever possible.</p> <p>Children play in year group bubbles.</p> <p>Keep the number of different staff working within a bubble to a minimum.</p> <p>Avoid contact between year groups where possible.</p> <p>Ensure anyone with symptoms does not attend school</p> <p>Ensure anyone with a symptomatic person in their household does not attend school</p> <p>Reduce the number of visitors to essential visitors only.</p> <p>Playtime and lunch is staggered where necessary to ensure bubbles do not mix.</p> <p>Screens are used to minimise contacts in the hall at lunchtime.</p> <p>Groups are managed by the same Midday Supervisor wherever possible.</p>	3	4/5	12	<p>Monitor the number of adults working within a bubble over time.</p> <p>Reinforce the message of only essential visitors into school.</p> <p>Communicate the change of bubbles to year group bubbles to:</p> <ul style="list-style-type: none"> • Staff • Governors • Parents <p>Review lunchtime arrangements to provide hot meals and allocate MDSAs</p>	<p>Teachers</p> <p>JW</p> <p>JW</p> <p>DW</p>	<p>End of January 2021</p> <p>December 2020</p> <p>End of Term 2.</p> <p>End of Term 2</p>	
<p>Social distancing</p> <p>Desks are front facing in classrooms, with the exception of EYFS and Y1</p>	3	4/5	12	<p>Reinforce social distancing rules with staff particularly in the staffroom and classrooms after school.</p>			

<p>Screens are provided to protect vulnerable staff and frequently visited areas such as the office. Furniture is kept to a minimum to maximise space Staff maintain distance from each other and pupils as much as possible. Face to face meetings are avoided. If face to face meetings are necessary eg. For safeguarding purposes – visitors are asked to wear a mask, the meeting is held in a well ventilated room and everyone stays 2m apart. No whole school events such as school assemblies. Start and finish times are staggered to prevent too many people arriving at the school at one time. Adults are encouraged to keep the number of people arriving at school to a minimum during these times. Parents are asked to stay 2m away from each other whilst on the school site and to wear face masks when on the school site. Parents are encouraged to use one way systems and different entrances and exits when arriving at and leaving the school site. Staff are encouraged to work at home where possible.</p>				<p>SLT to monitor and remind staff.</p> <p>Communicate new start and finish times to parents as a result of change to year group bubbles.</p>			
<p>Enhanced cleaning and ventilation Frequently touched surfaces such as tables, chairs and door handles are regularly cleaned using detergents or mild bleach solution.</p> <p>Wipes are provided for staff to clean resources throughout the day.</p>	3	4/5	12				

<p>Classroom windows are kept open and doors are propped open where possible to avoid touching door handles.</p> <p>Resources used by more than one bubble are cleaned thoroughly between uses.</p>							
<p>Clinically vulnerable and extremely vulnerable staff Screens provided to protect them. Teachers who are vulnerable are encouraged to maintain distance where possible. Individual risk assessments Reduce face to face contact wherever possible Individual risk assessments completed and any additional measures provided wherever possible.</p>	3	4/5	12				
<p>Respiratory and hand hygiene Children encouraged to clean their hands throughout the day specifically on arrival at school, before eating, after using the toilet and before and after play. Hand sanitiser and sinks with soap and running water is available in all classes Staff wear masks when moving around the school if they wish. Tissue bins are provided in classrooms and children are told to use the 'catch it, bin it, kill it' approach. All visitors are requested to wear masks when walking around the school.</p>	3	4/5	12	SLT monitor the cleaning of hands to ensure this is being sustained in classes	DW, JW		
<p>Management of symptomatic people PPE equipment used when attending symptomatic pupils Follow advice from PHE in the management of positive cases.</p>	3	4/5	12	Re-visit protocol for managing symptomatic people with staff			

<p>Anyone who becomes unwell with CV symptoms whilst on the school site is moved to the Den and isolated with the door open. Depending on age of the child, they may be supervised by a member of staff.</p> <p>All adults stay at least 2m away from symptomatic person. If a distance of 2m can't be maintained staff will wear PPE.</p>							
<p>Management of children with SEND & administering first aid</p> <p>Individual risk assessments and protocols are completed for children with specific needs.</p> <p>Staff who are administering first aid are required to wear PPE.</p> <p>Where emergency first aid is necessary and a child's life is in danger – staff will deliver the necessary aid wearing PPE where possible.</p>	3	4/5	12	Review individual risk assessments for children with high needs including those with extreme behaviour issues.	HS/JS	January 2021	
<p>Sports provision and extra-curricular provision</p> <p>Pupils participate in sporting activities outside wherever possible.</p> <p>Children do not participate in any close contact sports.</p> <p>Sports equipment is cleaned between groups.</p> <p>Children attending after school sports at school participate within their school bubbles and do not mix across bubbles.</p>	3	4/5	12	Organise after extra curricular sports within year group bubbles after school.	SK	January 2021	
<p>Wrap around care</p> <p>Children who attend breakfast club and Twiglets after school club are kept in their school bubbles at different tables wherever possible.</p>	3	4/5	12	Monitor protocols and procedures in after school and breakfast clubs to ensure contacts are minimised where possible.	JW	December 2020	



<p>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.</p>							
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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
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.



Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.