

Activity	COVID-19 Risk Assessment			
Establishment	Woodseaves CE Primary Academy			
	Name	Position	Signature	Date
Risk Assessor	Mr. C. Dryer	Director of Finance & Operations	<i>C. Dryer</i>	29/09/2021
Manager approval	Mrs. K. Kent	Chief Executive Officer	<i>K. Kent</i>	29/09/2021

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
Poor hygiene in school	All occupants	Contracting COVID-19	<p>Hand hygiene Frequent and thorough hand cleaning is now regular practice. This is done with soap and water or hand sanitiser. Staff informed to remind children and to supervise younger children where possible.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be applied in school. Posters are displayed around school about "catch it, bin it, kill it" and wash hands. All staff regularly encourage this with children. Any children who cannot follow this procedure the Headteacher will speak to parents/carers.</p> <p>Use of personal protective equipment (PPE) PPE is not required beyond what staff would normally need for their work. The only exceptions to this are:</p> <ul style="list-style-type: none"> • Caring for a COVID-19 symptomatic individual; and • Caring for children who require aerosol generating procedures (AGPs). 	L

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			Both of the above exceptions are listed as separate hazards with appropriate control measures.	
Contaminated surfaces in school	All occupants	Contracting COVID-19	<p>Cleaning rota has been established and follows more robust procedures.</p> <p>Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods.</p> <p>All cutlery and cups are thoroughly cleaned before and after use. Where resources are shared such as kettles in staff rooms staff, hand sanitiser has been made available and staff are advised to sanitise before and after use.</p>	L
Lack of ventilation in school	All occupants	Contracting COVID-19	<p>Classroom doors will be propped open, other internal doors will be kept open (as long as they are not fire doors), windows will be kept open (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and external doors will be open where appropriate (weather dependant and as long as they are not fire doors and where safe to do so).</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts. 	L

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			<ul style="list-style-type: none"> • Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). • Providing flexibility to allow additional, suitable indoor clothing. • Rearranging furniture where possible to avoid direct drafts. <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Particular consideration to ventilation is given when holding events where visitors such as parents are on site, for example, school plays.</p>	
Individuals showing symptoms of COVID-19 or has a positive test (including parents and external contractors)	All occupants	Contracting COVID-19	<p>Staff are informed of the symptoms of possible coronavirus infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Staff, parents and external contractors are informed of the latest public health advice on when to self-isolate and what to do. Signage is displayed in the school main entrance giving advice about the virus and hand sanitiser will be provided for visitors in the main reception to promote good hygiene.</p> <p>Individuals should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Staff are also advised to continue to undertake twice weekly home tests until the end of September when this will be reviewed by Government.</p>	L

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			<p>If anyone develops COVID-19 symptoms whilst in school, however mild, they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others, sent home and instructed to follow public health advice. This area will be kept well ventilated where possible and appropriate PPE will be used if close contact is necessary. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school, where possible, to minimise the spread of any potential infection. These areas are cleaned after use prior to anyone else using them.</p> <p>The household (including any siblings) are also advised to follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>In the latest guidance from the local Staffordshire Outbreak Team, individuals are encouraged to take a PCR test where they live in the same household as someone with COVID 19 and self-isolate until the test results have been received. Where the result is negative the individual then no longer-needs to self-isolate.</p> <p>The guidance from the local Staffordshire Outbreak Team also encourages everyone in a class to obtain a PCR test where someone in the same class has COVID-19 (close contact). The individual is not encouraged to self-isolate whilst awaiting the result of the PCR test unless displaying COVID 19 symptoms.</p>	
Staff members with protected characteristics and other	Staff	Contracting COVID-19	In line with Government Guidance all staff are now expected to be in school including those within this	L

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vulnerabilities who may be at increased risk (i.e. 'clinically extremely vulnerable person', 'clinically vulnerable person', or BAME people)			<p>category. Any staff member within this category will be individually spoken to about the school's risk assessment to ensure that they are comfortable with the measures that have been put in place.</p> <p>Individual risk assessments are completed for these staff and additional measures to be identified and actioned if appropriate.</p>	
Children whose doctors have confirmed they are still clinically extremely vulnerable	Pupils	Contracting COVID-19	<p>All clinically extremely vulnerable (CEV) children and young people are expected to attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>For these children, remote learning will be provided.</p>	L
Risks associated with First Aid	All occupants	Contracting COVID-19	<p>PPE is not required beyond what staff would normally need for their work, including first. The only exceptions to this is caring for children who require aerosol generating procedures (AGPs).</p> <p>AGPs that are commonly performed in education and children's social care settings include:</p> <ul style="list-style-type: none"> • non-invasive ventilation (NIV). • bi-level positive airway pressure ventilation (BiPAP). • continuous positive airway pressure ventilation (CPAP). • respiratory tract suctioning beyond the oropharynx. <p>Procedures that are not classed AGPs include:</p>	L

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			<ul style="list-style-type: none"> • oral or nasal suction. • the administration of nebulised saline, medication or drugs. • chest compressions or defibrillation. • chest physiotherapy. • the administration of oxygen therapy. • suctioning as part of a closed system circuit. • nasogastric tube insertion and feeding. <p>Government guidance for AGPs has been provided to all first aiders (also found here).</p>	
Teacher / staff shortage (including lack of first aiders in school)	Staff, pupils	Lack of staff to allow the school to remain safely open.	<p>School monitors daily any staff absence.</p> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Staff will also be shared across the Trust if required. This also applies where there is a lack of first aiders in school.</p> <p>Headteacher / Head of School will monitor staff absence levels and keep the CEO informed.</p>	L
Travelling to and from school	All occupants	Contracting COVID-19	Walking or cycling should be considered. If using public transport, adhere to transport advice, government guidelines including the recommendation to wear face coverings in enclosed and crowded spaces where you may encounter people you don't normally meet. This includes public transport and dedicated transport to school or college.	L
Impact on physical and mental wellbeing - pupils	Pupils	Mental wellbeing	Resources/websites to support the mental health of pupils will be provided to parents.	L

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			Headteacher / Head of School will deal with individual cases and inform the CEO of any issues and resolutions.	
Impact on physical and mental wellbeing - staff	Staff	Mental wellbeing	<p>Where individuals have expressed concerns in relation to the COVID-19 response, line managers will try and alleviate any concerns by explaining the control measures in place with that individual. If appropriate, seek advice from Human Resources and/or Occupational Health.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak, including managing workload, and will offer whatever support they can to help.</p> <p>Regular communication of mental health information and an open-door policy for those who need additional support.</p> <p>Staff to be signposted to useful websites and resources.</p>	L
Educational visits (including residential visits)	Staff, pupils	Contracting COVID-19	Full and thorough risk assessments to be completed and approved on EVOLVE in relation to all educational visits prior to the visit taking place. This risk assessment should include any public health advice, such as hygiene and ventilation requirements,	L
Home Visits	Pastoral/ Welfare/DSL/DDSL Staff	Contracting COVID-19	Avoid making home visits unless this is absolutely necessary. If necessary, face coverings should be worn, and hand sanitiser used before entering and after leaving the property.	L

Hazards	Who is at risk?	How can the hazard cause harm?	Existing control measures	Risk Rating
			The school must continue to contact relevant authorities in the usual way should they have a safeguarding concern about a Child, Young Person or Family.	

Additional control required	Action by	Date for completion	Action Completed	Residual Risk

Date of review	Comments	Position	Signature

(RESIDUAL) RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team

MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.