

Moulton Primary School

The following risk assessment is to aid with the identification of risk and the subsequent control measures put in place to mitigate against the risk of COVID-19 in primary schools following the government guidelines. It is accepted that some elements of Covid-19 remain unknown therefore this remains a working document and will be updated and circulated accordingly.

COVID-19 Risk Assessment

Name: Moulton Primary School - whole school risk assessment for COVID-19	Date: updated 08.09.21
Location: All areas	Persons affected: All pupils within identified year groups and all staff when on the premises
Assessor: SLT / Governors	
Activity: All activities	

HAZARDS IDENTIFIED (MARK ALL THAT APPLY WITH AN X)						RISK MATRIX	LIKELIHOOD			
							U n l i k e l y	P o s s i b l e	L i k e l y	
Electricity	Fire & Evacuation	Fork Lift operation		Vehicle Movement External		S E V E R I T Y				
Liquid	Slips, trips and falls	Covid - 19	x	Hygiene			Slight	L o w	L o w	M e d i u m
Exposure to moving parts	Hot surfaces / items	Working at height		Accident Provision			Moderate	L o w	M e d i u m	H i g h
Chemicals (COSHH) *	Fire / Flammable materials *	Manual Handling *		Noise			Severe	M e d i u m	H i g h	H i g h

CONTROL MEASURES				
What can cause harm?	How could the hazard cause harm, and to whom?	Current risk rating	Control methods	New risk rating
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p>School organisation and protective measures</p> <p>The following risk assessment is based upon the most recent government guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>Staff Testing</p> <p>Staff in primary schools are expected to test with LFTs twice a week at home. After taking each test, staff will:</p> <ol style="list-style-type: none"> 1. Report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. 2. Share their result with school by completing the Google Docs form. 3. Any staff with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. <p>N.B Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</p> <p>Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence.</p> <p>The government has told schools that full-size classes are safe and that social distancing between children is not necessary. Instead, the key protective measures in primary schools are:</p> <ul style="list-style-type: none"> • Increased personal hygiene and cleaning 	<p>Medium</p> <p>Medium</p>

			<ul style="list-style-type: none">● Minimising contact between individuals and maintaining social distancing wherever possible <p>The school day is timetabled so that children in different classes do not mix. Classes will have separate breaks and lunchtimes. These measures to reduce contact, alongside the increased hygiene measures, will mitigate the risk from children being exposed to Coronavirus whilst in school.</p> <p>Although DfE Guidance (27.8.2021) states that schools can operate normally apart from increased hygiene and ventilation measures, due to the high prevalence of COVID cases nationally, the school will continue to take mitigating measures to keep staff, pupils and parents safe (in red):</p> <ul style="list-style-type: none">● Until it is deemed by school leaders no longer necessary, staff will wear face coverings when moving around the school● Staff will maintain social distance from other staff wherever possible, other than their year groups● Adults should take responsibility for their social distancing and wear face coverings when moving around school.● As per Government guidance staff can move between classes as required.● PPE available to all staff as needed.● Where necessary, appropriate and under carefully risk-assessed conditions, groups may gather in well ventilated spaces in school such as the hall.● Adults and children must access classrooms following the designated route – (one-way system in place throughout school).● All adults and children must adhere to the “walk on the left movement” around school.● Break times are staggered to ensure reduced movement in corridors.● Fire evacuation procedure to be communicated to pupils in new classroom settings.● Where possible, all spaces are well ventilated using natural ventilation (opening windows).● Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and aid ventilation.	
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- When deemed necessary and under carefully risk assessed conditions, children may mix across the classes
- Children will bring their own pencil cases and where this is not possible equipment will be provided and named.
- Children can file and mark their own work where appropriate, to avoid close proximity to the staff.
- Equipment will be used only within the class bubble and items brought in from home will be quarantined.
- All children will take a book home in their book bag and this will be quarantined when it is returned.
- The outdoor space will be used as much as possible during the day to minimise transition and children/adults.

Lunch Provision

Hot meals

- Children will clean hands before lunch.
- Hot lunches will be offered to all year groups and children will eat these in the hall.
- Year groups will be kept socially distanced as much as is reasonably possible.
- Tables will be sanitized between sittings.
- Adults serving food trays will wear gloves.
- Named adults will be designated for specific classes and will attend children at tables minimizing contact with other adults.
- Year groups will arrive and leave the hall together minimizing contact with children from other year groups..
- Children will wash hands on return to the classroom.
- All tables and benches will be sanitized between class groups and at the end of the lunchtime period.

Packed Lunches

- Packed lunches will be eaten in the classrooms and will be supervised by class adults.
- Children wash hands thoroughly for at least 20 seconds before and after lunch.
- Tables to be sprayed with anti-bacterial detergent and wiped clean before and after eating.

			<ul style="list-style-type: none"> Lunchboxes and water bottles will be stored under designated tables to avoid unnecessary movement in the classroom. <p><u>Arrival and collection arrangements</u></p> <p>Whilst rates of Covid infection are high locally and nationally, the school will encourage parents to support the health and safety of all by:</p> <ul style="list-style-type: none"> Wearing face coverings around the school site. Maintaining social distance and avoiding crowding. Leaving the school site promptly after arrival and collection. Avoiding face to face meetings with staff unless necessary. Staff will supervise children entering into school ensuring distance is maintained. <p>The following exit/entry protocol has been shared again with parents and staff and enforced by staff on patrol:</p> <p><u>MASK - breakfast club and after-school club</u></p> <ul style="list-style-type: none"> Children to be dropped off at the small gate outside Mask - no parents to enter the Mask mobile classroom. Cleaning to be carried out early morning (6 - 7am) and at 9 -10 am in preparation for the after school club in the evening. The classroom will be cleared of unnecessary furniture and equipment in line with the expectations for health and safety for the whole school (see above). An isolation space will be made available at the back of the room next to the Fire Exit to allow for safe collection by parents. 	
<p>Covid-19 spread within the school premises</p>	<ul style="list-style-type: none"> Direct and Indirect Transmission of Covid-19 (all persons) Exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required 	<p>HIGH</p>	<p>Use of Personal Protective Equipment (PPE)</p> <p>The government guidance states that the wearing of facemasks in an education setting is not recommended – cleaning and hygiene measures are sufficient to control the spread of the virus. Therefore, face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p>	<p>Medium</p>

	<ul style="list-style-type: none"> ● Exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs ● Exposure to COVID-19 by considering: PPE provision for emergency purposes 		<p>The guidance further states that the majority of settings will not require PPE beyond what they would normally need for their work, save for a small number of cases. We have therefore considered this guidance and put the following control measures in place:</p> <ul style="list-style-type: none"> ● Supplies are stored centrally and can be accessed by all staff members as and when required in exceptional circumstances; ● Behaviour policy has been reviewed and amended to reflect required Health and Safety control measures. ● Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances; ● Designated staff are trained and supported with the administration of personal care for pupils. ● Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances; ● Designated staff are trained and supported with the administration of personal care for pupils. ● Designated first aiders are trained and provided emergency protocol should a pupil/pupils show symptoms of Covid-19; ● Designated room as COVID containment area is the school's Meeting Room, which is equipped with appropriate containment measures. ● If a case of suspected COVID 19 arises in school, the "Managing Suspected COVID 19 Cases in School Policy" will be followed. 	
<p>Covid-19 spread within the school premises</p>	<p>Direct and Indirect Transmission of Covid-19 (all persons)</p>	<p>HIGH</p>	<p><u>Personal Hygiene</u> Additional hygiene measures are a key requirement detailed in the government guidance to mitigate the risk of infection: Please continue to adhere to the protocol for thorough hygiene practices, as outlined below.</p> <ul style="list-style-type: none"> ● On arrival to school, children are reminded about hygiene measures. ● Staff assigned to refill soap dispensers, change bins and wipe down surfaces throughout the day (class will be outside when this is done). ● Children will need to wash hands when entering the school, before and after break/lunch. Plus, after any additional sneezing/coughing that may occur. ● Toilets will be monitored to ensure they do not become overcrowded. ● Anti-bacterial gel dispensers are available in designated areas. ● Cleaning products are stored safely in all areas. These are available for wiping work surfaces, keyboards, etc; 	<p>Medium</p>

			<ul style="list-style-type: none"> • Objects and hard surfaces that are touched regularly particularly in areas of high use (door handles, light switches, reception area) will be sanitised regularly using appropriate cleaning products and methods. • Internal doors will be left open as much as reasonably practicable (i.e. safeguarding) to reduce physical contact. 	
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p>Staffing Levels Adequate staffing levels are required to open the school to all pupils.</p> <ul style="list-style-type: none"> • Staff to follow the absence procedure and to inform school as soon as possible of any pending absence. • Staff that have been fully vaccinated will not be required to isolate if they are identified as a close contact of someone with a positive Covid result. However, they will be required to take a PCR test to confirm that they do not have Covid. • Protective measures are in place where required to provide additional safety for staff identified as clinically vulnerable and work requirements have been altered according to individual health needs. • <i>*In instances of staff absence classes will be covered by a member of staff, who will maintain distance from the children and adults. - not Spring 2021 (Tier 4)</i> 	
Covid-19 spread within the school premises	Direct and Indirect Transmission of Covid-19 (all persons)	HIGH	<p>Wellbeing of children and staff The adapted behaviour plan outlining the necessary expectations, is on the school website. Children will be supported by school staff to adhere to this with regular reminders of expected behaviour. Reasonable adjustments will be made whenever possible and wherever necessary, however if rules are broken (See the update behaviour policy)</p> <p>We understand the importance of establishing safe practices to support the emotional wellbeing of children and staff on their return to school:</p> <ul style="list-style-type: none"> • Communicate to parents the structure and organisation of the school day to ensure that children and parents are prepared and understand the new school environment; • Mandatory staff health and safety briefings prior to school opening; • Wellbeing and mental health support will be signposted and shared with staff; • Parents will have access to further information on the website. 	Medium

<p>Covid-19 spread within the school premises</p>	<p>Direct and Indirect Transmission of Covid-19 (all persons)</p>	<p>HIGH</p>	<p>Cleaning of premises Throughout the day children are reminded of the need for thorough cleaning - see procedures as outlined below. To prevent spread of infection cleaning will be undertaken in line with Government Guidance – Cleaning for non-healthcare settings. The school will be thoroughly cleaned daily, including:</p> <ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces throughout the day. • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Desks, table tops Bannisters Light switches Toilets Sinks • Training given by external cleaning company to all its cleaners on effective cleaning techniques. • Use of disposable cloths. • Regular wiping of surfaces and clearing of bins within classroom environment at intervals throughout the day. • Ensuring stock of cleaning equipment within the classroom. • Additional cleaning capacity in place through use of teaching and support staff. • Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment. 	<p>Medium</p>
<p>Any safeguarding issues as a result of Covid-19</p>	<p>Identified individuals only</p>	<p>HIGH</p>	<p>Safeguarding The usual safeguarding policies and procedures remain in force, however, in addition to this:</p> <ul style="list-style-type: none"> • SENCO/Inclusion Manager –will provide information and directives around this aspect to relevant individuals. • Pupils have been identified. • LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support. • Action plan in place to ensure increased needs are addressed 	<p>Low</p>

<p>Covid-19 spread within the school premises</p>	<p>Direct and Indirect Transmission of Covid-19 (all persons)</p>	<p>HIGH</p>	<p>Visitors and contractors on site The school will try and minimise the number of visitors and contractors on site as much as possible but it may be the case that some are deemed necessary. The usual contractors and visitors policies will apply but additional control measures are:</p> <ul style="list-style-type: none"> ● Consideration as to whether meeting can be done over Zoom in the first instance. ● Consideration as to whether the meeting can take place off site. ● Consideration as to whether the maintenance/works can be postponed. ● Completion of a contractor/visitor wellness questionnaire and use of temperature tester (if deemed appropriate i.e. contact with other individuals on site). ● Restricting movement of the visitor/contractor to designated areas only with no interaction with children unless that is the reason for the visit. ● Sanitiser available at reception. ● Visitor/contractor must wear a mask at all times and adhere to social distancing and procedures in place relating to movement around the premises. ● For pre-arranged meeting, visitors will be encouraged to carry out a Lateral Flow Test. 	<p>Medium</p>
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Signed by Headteacher.....

Signed by Governing Body Representative.....