



Covid 19 Risk Assessment

Lent Rise School

NAME OF ASSESSOR: Jill Watson

DATE OF LATEST ASSESSMENT/ REVIEW: 13/4/2021

What are the Hazards?	Who might be harmed and how? Special risk – Pregnant , immunocompromised, young people, Limited mobility etc.	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
							L	C	Risk
Exposure to COVID-19 in School and to wider School Community	Pupils/ School Staff/Teachers/Parents/ Visitors to School / Builders	<p>Senior Leadership Team to check the latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Signage in toilets for good handwashing https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/</p> <p>Good handwashing technique taught to pupils and staff.</p> <p>Staff and pupils to wash hands more frequently including:-</p>	<p>Deep clean each half term and if any cases</p> <p>Daily use of enhanced cleaning materials</p> <p>Mid day toilet cleaning</p> <p>Daily audit of materials</p> <p>Daily mid day key surface wiping</p> <p>Hand washing and hygiene stations put in each classroom. Daily audit and refilling systems in place</p>	<p>DH</p> <p>Dinner supervisors</p> <p>DH/ LC</p>	<p>Each half term/ break</p> <p>End Aug</p>	<p>Ongoing</p>	1	3	M
						<p>Ongoing</p>			

		<ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • after breaks and activities • before food preparation • before eating, including snacks • before leaving school • After coughing or sneezing • Hand Sanitiser can be used but should not be a replacement for good hand washing. <p>Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets.</p> <p>All to be informed that Coughs or sneezes are be caught in a tissue and disposed of immediately. Bins emptied on a regular basis.</p> <p>Students dropped off and collected from lanes system on playground. Parent/carer to be reminded not to enter further.</p> <p>Pupils to be dropped off in the playground or other outside</p>	<p>Reminders to parents re social distancing and requirements on playground</p> <p>March – adjusted stagger timings</p> <p>Staff to wear shields/masks on gate and during key times e.g. lunchtimes</p> <p>All visitors to be pre-arranged.</p> <p>School tours replaced by: Meet the Headteacher sessions to be single family groups and only walk through KS1 corridor, through EYFS and then sit outdoors. Masks to be worn inside, track and trace details collected. – suspended until June 2021.</p> <p>Catch It Bin in Kill It stickers to bins – March 2021</p> <p>Builders to complete works outside main day timings. Additional</p>							
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		<p>area to as receptions can be quite small</p> <p>Parents/carers reminded to observe social distancing of 2 metres when collecting and dropping pupils to and from School.</p> <p>Signage at school entrance, reception and other areas in school on keeping 2m apart</p> <p>Regular cleaning schedule in place.</p> <p>Social distancing of at least 2 Metres is taken into consideration when planning the day's activities and supervision of pupils.</p>	<p>cleaning at end of session/ beginning next day.</p> <p>Covid track and trace / agreement embedded into Emerge sign in system.</p> <p>Visitors to wear masks and remain 2m from pupils.</p> <p>Additional refreshment areas for staff with PPE stocks</p> <p>Nov: Guidance to staff for wearing masks/ shields:</p> <ul style="list-style-type: none"> • when speaking to any visitor including Simone / music teachers • when moving through corridors • when supporting gel stations • when supporting at lunchtime in the hall, in classrooms or outside • when taking the pupils to all collection points at the end of the day • during gate duties and when taking the children outside at the 							
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			<p>end of the day as there may be potential contact with parents • when visiting a colleague's office are or classroom area • when queuing up to make drinks in refreshment areas • when supporting club when moving between groups of pupils and colleagues</p> <p>May: Nursery entrance to be used for Nursery pupils</p>						
As above	Pupils	All above plus home school agreement					1	1	L
Schools with children with SEND or behaviour issues or violence and aggression.	School Staff/Teachers/Parents/Visitors to School	<p>Additional controls are in place for pupils with behavioural issues.</p> <p>Staff are encouraged to wear long sleeves and robust clothing.</p> <p>Appropriate PPE will be available if biting is likely and if spitting is also an issue face/eye/mouth protection would also be required.</p> <p>Staff are trained in the use of relevant PPE. Manufacturers' instructions to be referred too.</p>	<p>Home school agreement to include that</p> <p>Behaviour expectation updated</p> <p>Meetings and planning sessions implemented to enable review and enhanced plans to support individual pupils</p> <p>Day schedules and times to meet needs of SEND risk assessments</p>	SENDCO	1 st Sept	Ongoing	2	3	H

		<p>A First Aid box accessible and with relevant equipment and supplies.</p>	<p>SLT on call at all times to support with outside 'time out'</p> <p>March: Get Active Sports to support at lunchtime re games and physical engagement on a rota</p> <p>Individual zones and time out areas created for individual pupils linked to send RA</p>						
Infection may be transmitted via the physical school environment	Pupils/ School Staff/Teachers/Parents/ Visitors to School	<p>The school is kept sterile by the cleaners, and objects and surfaces frequently touched are cleaned on a regular basis.</p> <p>Staff, pupils, parents are instructed to bring minimal items to school e.g. lunch and homework</p> <p>Children have their own equipment provided and remain with this equipment, e.g. laptops, pens, books, glue. These will be wiped frequently.</p> <p>Classes separate during lessons</p>	<p>Enhanced weekly clean</p> <p>'To do' lists for TA, admin and caretaker teams to support environments safety and tasks to support environment</p> <p>Use of MS for staff training sessions / meetings</p> <p>Use of outdoor / MS teams 'class/ year group assemblies</p> <p>Use of larger rooms for any required face to face staff meetings</p>	booked	Ongoing	Ongoing	1	3	M

		<p>Classes / year groups separate at lunch and breaks</p> <p>When inside the children will be in class groups in well ventilated areas seated in spaces with at least one seated space in between them.</p> <p>Children are told to wash hands after using toilets</p> <p>Mid day toilet cleaning</p> <p>Teacher to ensure 2m distancing kept</p> <p>Grab and go system in staff rooms / coffee in servery area</p> <p>Chairs at 2m in staff room</p>	<p>Additional staff coffee and refreshments facilities throughout the school.</p> <p>May:Nursery / YR use of shared toilets- implement additional cleaning</p>							
Suspected case of COVID-19 in School	School Staff/Teachers/Parents/ Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, then they will go home and follow the Government guidance on staying at home</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-</p>	<p>Separate Covid room near outside exit door.</p> <p>Covid concern slips used to support triage.</p> <p>Use girls changing room toilet if needed and this then deep cleaners before used again. Or outside toilets which can be easily closed before cleaning.</p>		Daily	Ongoing	2	3	H	

		<p>possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else see COVID-19: cleaning of non-healthcare settings</p> <p>If a confirmed case of COVID-19 is declared to the School then the School will seek further advice from Public Health England. Public Health England Regions Local centers and Emergency Contacts</p>	<p>All staff receive regular updated guidance training/ reminders</p> <p>Staff to confirm read and understood guidance and procedures on INSET / significant changes Emailed RA when updated</p> <p>Staff complete covid awareness online training</p> <p>Infra red thermometers in Rainbow room and admin room</p> <p>Staff reminded about use of radios – codes implemented</p> <p>Rainbow room check list to record time and all info- these to be kept with first aid records</p> <p>Rainbow room ‘training’ provided</p>							
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			Oct: telephone installed in Rainbow Room to support Nov: see Bucks and HSE chart for notification procedures						
Class or group sizes	Pupils/ School Staff/Teachers/Parents/ Visitors to School	For primary schools, classes should be at 30 Wherever possible children and young people use the same classroom or area of a setting throughout the day. A thorough cleaning of the rooms at the end of the day. Students are encouraged to sit at the same desk each day and not share equipment.	Packs of resources provided by teachers inc own pencil case Hall tables set out to provide consistent seating arrangements and with sufficient space Teachers keep logs of seating and lining up systems Nursery bubble to join 10 th May.			Ongoing	1	3	M
Shared rooms:	School Staff/Teachers/Parents/ Visitors to School	Halls, dining areas and internal and external sports facilities for lunch are used at half capacity. Children/ adults to assemble in an orderly manner keeping a safe distance. Use of class entry / exit doors to support not crossing flow Class groups will take staggered fit in 10 breaks	In the lunch hall -One adult use screen to click name re ordering/ at screen Additional staff room set up All staff receive regular updated guidance training	Dinner supervisors		Ongoing	1	3	M

		<p>between lessons, these shared areas can be used as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following COVID-19: guidance for households with possible coronavirus infection appropriate cleaning will be carried between sessions.</p> <p>The use of staff rooms and offices will set up to provide grab and go system. Staff can have breaks in library or other nominated rooms</p>	<p>Rota and cleaning systems in place for use of ICT equipment</p> <p>Number seating system used in hall to be used for pupils eating in hall.</p> <p>March 2021 return to school- pupils to eat in classrooms. One year band only in the hall.</p> <p>April – Split hall/ classroom use e.g. YR and Y1 eating in the hall with Y2 in classrooms.</p>						
Parents	Pupils/ School Staff/Teachers/Parents/ Visitors to School	<p>Parents have been informed that they must not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) signage is displayed.</p> <p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are</p>	<p>Roundabout/ lane system to be used so only small amount of playground used - this is to prevent crowds and bottle next by car park entrance / pedestrian gate.</p> <p>Stomp Road gate to be used by Y5/6 pupils.</p> <p>Sibling collection zone implemented</p>		From 1 st Sept	Ongoing	1	3	M

		<p>displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Parents and young people are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Hand sanitiser must be used before entering the school premises. The school should provide an appropriate supply of hand sanitiser for this purpose.</p>	<p>Reminders provided.</p> <p>Individual meetings held outdoors where possible - use of outdoor benching</p> <p>Individual meetings by appointed and suitable office space designated</p> <p>Contingency in place for rainy days</p> <p>Staff to wear shields as required.</p> <p>Nursery update: family meetings in May to support transition-appointments provided. Nursery entrance used from 10th May.</p>						
Refresh the timetable	School Staff/Teachers/Parents/Visitors to School	<p>The temporary timetable in place does include considerations such as staggering break times, classrooms used, assembly times, drop off and collection times.</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where</p>	<p>SLT on playground rota as required</p> <p>Updates either by email or on shared teams area</p> <p>INSET time dedicated to this.</p> <p>Curriculum evaluated and adjusted throughout Autumn term.</p>	DH	From 1 st Sept	Ongoing	1	3	M

		possible. Read the Coronavirus COVID 19 Safer Travel Guidance for Passengers	March 2021- as normal curriculum as possible applies to support wellbeing and routines						
Those with specified health conditions	School Staff/Teachers/Parents/Visitors to School	Those with specified medical conditions which make them more vulnerable to COVID-19 will follow Government advice and not come into school. Children in this category will also not use the setting.	Adjusting working from home tasks to support. Use of MSteams / online	Office lead	Ongoing/ from 1 st June	Ongoing	1	1	1
First Aid provision	School Staff/Teachers/Parents/Visitors to School	<p>The Staff on site are aware of who the first aider is and how to contact them.</p> <p>Staff are made aware of the location of first aid boxes.</p> <p>When a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask MUST be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical</p>	<p>Audit PPE packs in each room</p> <p>Code system implemented</p>	<i>appropriate 1st aider</i>		As required	2	3	H

		<p>face mask will be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</p>							
Cleaning	Pupils/ School Staff/Teachers/Parents/ Visitors to School	<p>The school follows COVID 19 : Cleaning of Non-Healthcare Settings Guidance</p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby hand sanitizer will be provided.</p> <p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned regularly.</p> <p>Standard products, such as detergents and bleach used for cleaning purposes.</p> <p>All adults and children will be encouraged too:</p> <ul style="list-style-type: none"> - Encouraged to frequently wash their hands with soap and 	Enhanced cleaning plus mid day toilet cleaning by Dinner supervisors staff and Caretaking team		ongoing	Ongoing	1	3	M

		<p>water for 20 seconds and dry thoroughly. guidance on hand cleaning</p> <ul style="list-style-type: none"> - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>-Ensure that bins for tissues are emptied throughout the day</p>							
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		<p>-Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Adequate supplies of soap, anti-bacterial gel and cleaning product will be purchased.</p>							
Separation	School Staff/Teachers	<p>Rooms will be accessed from outside wherever possible.</p> <p>One-way circulation is in place and where arrows will be placed to demonstrate flow</p> <p>Numbers will be limited in toilets and pupils encourage not to use the facilities at the same time.</p>	TAs to support movement and supervision outside toilet areas.		ongoing	Ongoing	1	3	M
Outdoor play equipment	School Staff/Teachers	Outdoor equipment will not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read	<p>EYFS outdoor area may be used only by EYFS pupils with cleaning.</p> <p>Outdoor boxes per class for lunchtime usage.</p>		ongoing	Ongoing	1	3	M

		COVID 19 : Cleaning of Non-Healthcare Settings Guidance							
Mental health	School Staff/Teachers/Parents/	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/mental-health.htm</p> <p>Regular communication of mental health information and open door policy is in place for those who need additional support.</p> <p>A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity, Healthy Mind Bucks</p> <p>https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/</p>	<p>Shared area</p> <p>OH referrals to support</p> <p>Play therapy referrals</p> <p>Staff wellbeing session embedded to support self and curriculum</p>		ongoing	Ongoing	1	3	M

		Systems are in place so staff can talk to key members if they need to.							
Tier 4 / New Variant / Rising Infection Rates	Pupils/ School Staff/Teachers/Parents/ Visitors to School	Enhanced systems January 2021: Y5/ Y6 pupils to wear masks in corridors. Masks provided as needed. Bags provided for storage.	Move to remote learning with immediate effect should the need arise due to: Staffing Cases in School Local Area Cases	All	From 5th Jan 2021	3	3	9	H Action=monitor cases and local area

		<p>Classes to eat lunch in classrooms to avoid travel around school and shared lunch space</p> <p>Classes to have break time separately (spaces on playground split further)</p> <p>Friday remote learning for most pupils. CW/ EHCP/ SW on site. (avoid PPA teacher mixing)</p> <p>Deep Clean Each Friday.</p> <p>Assemblies remotely</p> <p>Limit visitors to social worker / wellbeing necessity.</p>							
Return to School – March 8th	Pupils/ School Staff/Teachers/Parents/ Visitors to School	See main RA areas for updates with all detail including March updates			From 8 th March	3	3	9	

Further controls need to be in place and monitored as satisfactory before finally signing off this assessment:

Control Measures Acceptable Yes / No

Signed off by Headteacher: **Date:**.....

Signed off by Employees: **Date:**

Revision date: -13/4/2021

LIKELIHOOD

- 1- Highly unlikely **LOW**
Unlikely to happen or very infrequently
- 2- Unlikely **MEDIUM**
Could happen on a less regular basis
- 3- Likely **HIGH**
Will almost certainly happen on a regular basis

CONSEQUENCE

- 1- Minor **LOW**
Cuts, bruises, requires first aid treatment
- 2- Major **MEDIUM**
Broken bone, hospitalisation, &/or up to 3 days absence
- 3- Serious **HIGH**
Death, major injury, results in over 3 days absence

Risk = Likelihood x Consequences

Overall Risk

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable

Score: 1 & 2 = **Low**, or tolerable risk no action may