



## RISK ASSESSMENT, RESPONSE TO COVID SEPTEMBER 2021

THIS IS DOCUMENT FORMS THE BASIS OF THE SCHOOL'S APPROACH.

THIS RISK ASSESSMENT IS CONSTANTLY EVOLVOING AND BEING ADDED TO.

WE WELCOME THE INPUT OF ALL STAKEHOLDERS IN DEVELOPING THESE PROCEEDURES.

Updated: 29/11/2021

## TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY

<b>Location / Site</b>	Insert location and site where activity taking place
TURNERS HILL COFE PRIMARY SCHOOL	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Whole school risk assessment during COVID	
<b>Assessment date</b>	Insert date when assessment is being carried out
7 <sup>th</sup> August 2021	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY

Red texts are from Government Guidance

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. <b>Children to be in consistent groups</b> (Key Stages or bubbles, depending on infection rates)</li> <li>2. Behaviour charter created for and with the children</li> <li>3. Charter re-visited and modelled many times a day– lots of praise for adherence</li> <li>4. Ensure good ventilation in each classroom all day (windows or doors open) – staff to use CO2 monitors to assessed ventilation levels- meters should read &gt;1500 ppm and ideally &lt;800ppm</li> <li>5. Children stay in the classroom for majority of the day, only mixing with children within their Key Stage/bubbles, as dictated by infection rates</li> <li>6. Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</li> <li>7. Use of volunteers/visitors/external teachers e.g. music teacher to be reviewed following each positive case- where cases are rising and/or in multiple bubbles, these activities may be paused- face covering to be used by these individuals</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Toilet bands used and only one boy and one girl allowed to go to toilet at a time (each child will be provided with their own band)</li> <li>2. <b>Clean hands thoroughly more often than usual</b></li> <li>3. Handwashing guidance displayed in all toilet areas</li> <li>4. Handwashing guidance within each classroom</li> <li>5. Extra soap ordered to ensure we do not run out</li> <li>6. Phase toilets (infants/juniors)</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Transmission from symptomatic individuals</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Individuals displaying symptoms of COVID19 (a new continuous cough; a high temperature; a loss of, or change in, normal sense of taste or smell (anosmia) must not attend school and should follow isolation guidance (available on school website)</li> <li>2. Parents must ensure that children displaying symptoms do not attend school and should inform school as a matter of urgency</li> <li>3. All symptomatic individuals must be tested for COVID 19</li> <li>4. If a confirmed case of COVID 19 is detected, track and trace to identify ‘close contacts’ and inform of need to isolate</li> <li>5. Where a positive case is recorded, all close contacts encouraged to undertake daily LFTs for 5 days and to get a PCR on the 5<sup>th</sup> day</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Transmission from asymptomatic individuals</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Staff encouraged to take twice weekly Lateral Flow Device (FLD) tests to identify asymptomatic individuals</li> <li>2. Positive results to be immediately reported to COVID Coordinator</li> <li>3. If positive result recorded, PCR (Polymer Chain Reaction) test be carried out (preferably at test centre to limit timeframe).</li> <li>4. If positive result recorded on FLD test, track and trace to identify close contacts and isolation guidance followed.</li> <li>5. Where a positive case is recorded, all close contacts encouraged to undertake daily LFTs for 5 days and to get a PCR on the 5<sup>th</sup> day</li> </ol>			

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing waiting arriving at school and leaving school</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. 15 minute morning arrival window utilised to limit groups of adults/children mixing – children to enter school through main entrance and proceed to classroom.</li> <li>2. At the end of the day, facemasks and social distancing are promoted</li> <li>3. One-way system established for when waiting to enter school, sandwich board used to encourage social distancing while waiting to collect children from the playground.</li> <li>4. Parents to leave using the one-way system to ensure no cross-over of parents leaving and those arriving.</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Key stages to have separate playtimes to limit mixing of children – where a positive case is recorded, the classmates of that bubble will have a separate area of the playground for length of 10 days from positive result/symptoms</li> <li>2. Where cases are recorded in multiple bubbles/classes, re-bubbling on the playground will occur. In this instance, eating lunch as a class will also be reintroduced</li> <li>3. Games discussed which encourage social distancing – football passing, catch etc.</li> <li>4. Staff supervision throughout – actively encouraging social distancing and ensure that children stay in their designated areas</li> </ol>			
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Key Stage 1 to eat lunch in hall, Key Stage 2 to eat in classrooms- if cases rise, classes to return to eating lunch as a bubble</li> <li>2. Key Stage 1 and Key Stage 2 to have separate lunchtime play- if cases rise, playground to be split in to separate areas for each class bubble</li> <li>3. <b>MMS allocated to Key Stage groups or classes</b>, depending upon current infection rates</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children utilise the one-way system when moving around the school</li> <li>2. One boy and one girl going to toilet at one time</li> <li>3. Messages to office via walkie-talkies</li> <li>4. Agree instructions with children concerning going and returning to toilet</li> <li>5. Adults to wear face coverings in communal areas</li> </ol>			



**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Tables, door handles and other surfaces cleaned with every night</li> <li>2. Children encouraged to wash hands before lessons and after each lesson</li> <li>3. All surfaces left clear at end of the day</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing when providing First Aid</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Staff to assess injury and decide whether the injury requires adult intervention</li> <li>2. If the injury is such that it requires cleaning/a plaster/dressing/ice applied then the adult will need to wear appropriate PPE to carryout First Aid</li> <li>3. PPE (Apron, Surgical Mask, Eye protection and Gloves) and a basic First Aid Kit (Plasters, dressings antiseptic wipes and biohazard bag) will be available in each classroom and when the class goes outside then the first aid kit including PPE is to be taken out by an adult</li> <li>4. If an injury requires ice, then a message can be sent to the office via walkie-talkie to request some</li> <li>5. Any blood/bodily fluid contaminated wipes/paper towels used when dealing with an injury are to be disposed of in a yellow biohazard bag and placed in the biohazard bin.</li> <li>6. If a child, becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home. A fluid-resistant surgical face mask, disposable apron and gloves should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing when providing care for a child with suspected Coronavirus</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Class Teacher/TA to assess symptoms presenting– new persistent cough/temperature`</li> <li>2. If it is decided that the symptoms are such that it could be Covid-19 then Teacher/TA to accompany the child to The Hive along with their belongings.</li> <li>3. Teacher/TA to take class walkie talkie with them and contact the school office informing them of the situation and requesting parent to attend. The walkie talkie can then be used for updates.</li> <li>4. The door to The Hive is to be closed, the windows opened, and the Fire door is to be unlocked and opened also.</li> <li>5. A fluid-resistant surgical face mask, disposable apron and gloves should be worn by the supervising adult until the child is collected. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The child will also need to wear a face mark.</li> <li>6. Any tissues/PPE equipment used is to be disposed of in a yellow biohazard bag which needs to be tied up and placed in the biohazard bin once the child has left.</li> <li>7. If a child needs to use the toilet before being collected then the disabled toilet is to be used and no one is to then use it until it has been cleaned.</li> <li>8. Class Teacher to ensure tables and door handles are cleaned after child has left the classroom and the room is ventilated. Children should wash their hands.</li> <li>9. Once the child has been collected via the fire door exit then the supervising adult can remove their PPE and dispose of it appropriately and then wash their hands.</li> <li>10. The Hive (and the disabled toilet if used) should then be cleaned and if necessary, PPE equipment replenished. The walkie talkie should also be cleaned and returned to the classroom.</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Seek expert guidance from LA re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>2. Masks purchased if needed – N95 grade</li> <li>3. Extra disposable aprons ordered</li> <li>4. Extra gloves ordered</li> <li>5. Visors also ordered if needed</li> <li>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> </ol> <p>Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Soap dispensers in each classroom</li> <li>2. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>3. Washing hands posters in all washing areas</li> <li>4. Reminders how to wash hands properly – videos and posters</li> <li>5. Procedure agreed for children to wash hands so thorough hand washing</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day</li> <li>2. Shared resources left on front desks for cleaning at end of the day</li> <li>3. <b>Cleaning staff to use PPE equipment – minimum PPE to be used is disposable gloves and apron. For suspected COVID19 cases, face screen should and moisture resistant facemask should also be used (taken from COVOD19: cleaning in non-healthcare settings guidance, 15<sup>th</sup> May 2020)</b></li> <li>4. All PPE equipment used is to be disposed of in a yellow biohazard bag which needs to be tied up and placed in the bio hazard bin once the child has left.</li> <li>5. Additional cleaning staff are ready to be employed.</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.</li> <li>2. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute</li> </ol>			

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus			
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Staff Focused Risk Assessment: Lack of social distancing around the school</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff welcome to wear face coverings when social distancing is more challenging e.g. when circulating around the classroom to mark books or working with individuals/small groups</li> <li>2. MMS allocated to 1 Key Stage/1 class, depending on infection rates</li> <li>3. Communication between staff and office carried out using walkie talkies and physical visits to the office must be only if essential</li> <li>4. Movement of staff around the school is to be minimal and no unnecessary movement not made</li> <li>5. Only one person using photocopier</li> <li>6. Only 1 person in the store cupboard at one time</li> <li>7. When talking to each other ensure there distance between each other, preferable in ventilated space</li> <li>8. Classroom windows open at all times</li> <li>9. Office windows open at all times</li> <li>10. Meetings with parents carried out on the phone as much as possible or social distanced outside.</li> <li>11. Alcoholic wipes also to be used to wipe down keyboards and mouse before and after use.</li> </ol>			

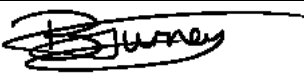


**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Indoor PE sessions lead by coach David</b> resulting in indirect transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Coach David to undertake twice weekly Lateral Flow Device tests</li> <li>2. Hall to be well ventilated at all times</li> <li>3. Any equipment used must be cleaned at the end of the session</li> <li>4. Touch areas to be cleaned between groups and before the first group uses the hall</li> <li>5. Coach David to maintain social distance from any school staff and pupils</li> <li>6. School staff do not need to stay with Coach David during the session (Coach David holds QTS)- David to use Walkie Talkie to communicate when pupils need collecting</li> </ol>			

**TURNERS HILL CofE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Community events</b> resulting in transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Each event to be assessed for safety- audience size, current infection rates and location of event must be carefully assessed</li> <li>2. Events where mixing of groups of children/adults is inevitable must be assessed as safe before proceeding – it is highly unlikely that such events can go ahead if there are current COVID cases or the chance of widespread mixing of groups while community infection rates are high/rising significantly</li> <li>3. Where it assessed that an event can take place, hygiene, face coverings and social distancing must be implemented, for example, if parents are invited to watch a performance in the hall, we will consider: limiting audience numbers, reducing the length of the performance, spacing seating, mandatory face coverings</li> <li>4. Visitors to wear face coverings</li> </ol>			

	<b>Signature of assessor</b>	<b>Date</b>
<b>Ben Turney</b>		<b>29/11/2021</b>
<b>Governor Input</b>	<b>Date agreed by Governor</b>	
<b>Shared with governors</b>	<b>Date</b>	
	<b>29/11/2021</b>	
<b>Risk assessment reviews</b>	<b>1<sup>st</sup> January 2022</b>	

