

# Willerby Carr Lane

## Primary School



### COVID-19 Risk Assessment May 2021

What are the hazards?	Who might be harmed and how?	What are we already doing? List the Control Measures already in place	What is the risk rating – H, M, L?	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action and Date Completed	What is the risk rating now – H, M, L?
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be</p>	<p><b>Everyone on site</b></p> <p><b>General transmission may occur:</b></p> <p>Through close contact between staff and pupils and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school.</li> <li>• If a positive test is received by an individual, other members of their household (including any siblings) and identified close contacts are informed they must self-isolate for <b>10 full days</b> from the day after contact with the individual who tested positive.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks.</li> <li>• Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes.</li> <li>• We will refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Continue to follow advice given by local outbreak/ health protection teams.</li> <li>• Reiterate stay at home message to staff and parents for anyone needing to self-isolate as per national requirements.</li> <li>• Anyone becoming unwell with COVID-19 symptoms whilst in school must be</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing communications through newsletters, letters and emails. Checked periodically by SLT.</li> <li>• Social distancing regularly monitored by SLT.</li> <li>• Staff can obtain kits from the office through carefully organised arrangements and stocks monitored.</li> </ul>	<p>L</p>

transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.

- We will minimise contact between individuals across the site through maintaining social distancing wherever possible.
- Staggered start and finish times for bubbles to avoid large gatherings of parents on site and parents are asked to wear face coverings on site.
- Staff encouraged to undertake Lateral Flow Device testing at home to identify possible asymptomatic staff.
- Active engagement with NHS Test and Trace service.
- School aware of LA Local Outbreak Control Plans and will follow Public Health advice.
- Staff to wear face coverings in communal areas unless exempt and if eating or drinking.
- Frequent and robust handwashing promoted.
- Hand sanitiser available in classrooms, staffroom, front entrance.
- Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach.
- Regular electronic communication to staff and parents to remind on social distancing.
- Yellow lines down the middle of the corridors to ensure keeping left movement.
- Enhanced cleaning programme through additional cleaning at lunchtime to include cleaning frequently touched surfaces and toilets and emptying bins.
- Disposable tissues available in classrooms.
- Black lidded pedal bins for tissues emptied every day.
- Control measures in place for staff and pupils who are at higher risk.
- Wellbeing support in place for staff and pupils.
- Grouping pupils together and avoiding contact between groups as much as possible.
- Social distancing maintained wherever possible between all adults on site.

- sent home immediately. Children presenting with COVID-19 symptoms in school will await collection from the separate isolated Music Room, or Green Room if the Music Room is inaccessible.
- Minimising contact will be achieved through promoting a minimum of 2 metres distance at all times where possible, except when necessary, e.g. first aid support.
- Pinch points during drop off/collection will be monitored by SLT for social distancing.
- Maintain supply of home test kits and Lateral Flow Device test kits.
- Review cleaning schedules for effectiveness and

- Regular review meetings held with Premises staff.
- Signage in place
- Stocks are ordered regularly and requirements reviewed by premises staff.
- Ensure cleaning regime is documented.

		<ul style="list-style-type: none"> <li>Staff, pupils, parents and visitors informed of the measures in place to reduce transmission.</li> </ul>		<p>document cleaning regime.</p> <ul style="list-style-type: none"> <li>Signage to promote hygiene.</li> <li>Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues.</li> <li>Posters are on display in key locations to encourage appropriate handwashing and promote key messages such as sneezing and Catch It, Bin It, Kill it.</li> </ul>		
<b>Exposure to COVID-19</b>	<p><b>Pupils</b></p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> <li>Half an hour time banding for start times and staggered finish times to keep groups apart as they arrive and leave</li> <li>Staff, pupils and visitors informed to wash/sanitise hands on arrival at school.</li> <li>Parents are asked to wear face coverings when dropping off and picking up their children</li> <li>Only one adult from child's household or childcare support bubble to collect/drop off children.</li> </ul>	M	<ul style="list-style-type: none"> <li>Remind parents of arrangements for drop off and collection procedures to reduce adult to adult contact.</li> <li>Review effectiveness of arrangements for parents to "drop off" pupils.</li> </ul>	<p>Regular communications provided to parents.</p> <p>Regular reviews conducted by Senior Leadership Team (SLT).</p>	L
<b>Exposure to COVID-19</b>	<b>Visitors</b>	<ul style="list-style-type: none"> <li>Visitors on site must be by appointment only and limited and access to building controlled.</li> </ul>	M	<ul style="list-style-type: none"> <li>Arrange times that visitors, suppliers, contractors are on</li> </ul>	<ul style="list-style-type: none"> <li>Visitor access requirements are checked by the</li> </ul>	L

	<p><b>General transmission may occur:</b></p> <p>Through close contact with staff and pupils and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Visitors to wear face coverings on site in situations where social distancing between adults is not possible, unless exempt.</li> <li>• Visitors to follow social distancing procedures on site, must read and sign Visitors' agreement on arrival and provide Test and Trace contact details.</li> <li>• Reception area keeps the window closed at the hatch to shield from any visitors.</li> <li>• Strictly no admittance signs by the car park and car park gate. Visitors need to ring the office to announce arrival.</li> </ul>		<p>site to minimise numbers on site at any one time.</p> <ul style="list-style-type: none"> <li>• Minimise visitors to site by using virtual meetings where possible.</li> <li>• Regularly check visitors are complying with procedures.</li> <li>• Provide visitors with copy of safe systems of work.</li> <li>• Access not permitted to visitors who do not read and sign the visitors' agreement.</li> </ul>	<p>Office and arranged before or after school as appropriate.</p> <ul style="list-style-type: none"> <li>• Office staff to check agreements are signed and staff being visited to ensure social distancing/face coverings procedures are being followed by visitors.</li> <li>• SLT to monitor compliance of visitors.</li> </ul>	
<p><b>Exposure to COVID-19</b></p>	<p><b>Everyone on site</b></p> <p><b>Site related transmission may occur:</b></p> <p>Through close contact between staff and pupils and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Staggered timetable in operation.</li> <li>• Accessing classrooms from external doors, where possible.</li> <li>• Organising classrooms and other rooms used for learning to support social distancing i.e. seating pupils side by side and facing forwards where possible</li> <li>• Unnecessary items and those items hard to clean removed from classrooms and learning environments.</li> <li>• Staff and pupils only bring essential equipment into school.</li> <li>• Thorough cleaning of rooms at end of the day by cleaning staff.</li> <li>• The school will follow guidance on arranging a 'deep clean' of an area after a person with COVID symptoms, or who has had a positive test result has left the site. In</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</li> <li>• Ensure increased ventilation measures do not compromise pupil or staff safety.</li> <li>• Staff reminded on how to wear, store and dispose of face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures are regularly reviewed by Premises staff</li> <li>• Ventilation and safety reviewed daily by SLT</li> <li>• Government guidance on face coverings provided to staff.</li> </ul>	L

		<p>this situation the following government guidance must be followed:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>• Thorough cleaning of children’s desks by lunchtime staff.</li> <li>• Ventilation in the building maximised by opening windows, doors.</li> <li>• Staff should wear a face covering (unless exempt) where social distancing between adults is not possible.</li> <li>• Access to handwashing facilities or hand sanitiser is available at all times.</li> </ul>		<ul style="list-style-type: none"> <li>• Posters supporting key messages of infection control are displayed prominently across the school site.</li> <li>• Staff and pupils are to clean hands more frequently and thoroughly than usual.</li> </ul>		
<b>Exposure to COVID-19</b>	<p><b>Staff and Pupils</b></p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> <li>• Consistent bubbles of year groups of pupils.</li> <li>• Consistent staff within year group bubbles where possible.</li> <li>• Mixing of groups avoided where possible through staggered timetables.</li> <li>• Social distancing to be maintained between children, however, as it is difficult for younger children to maintain social distancing, it will be maintained where possible.</li> <li>• Large group face to face gatherings such as staff meetings and assemblies are not to be held.</li> <li>• Singing can take place following Government guidance.</li> <li>• Limited sharing of common spaces such as toilets between groups as much as possible.</li> <li>• Staff keep their distance from pupils and other staff – at least 2 metres from other staff at all times except in certain circumstances such as when staff administer first aid to other staff.</li> <li>• Sharing of stationery prevented.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review size and composition of year groups.</li> <li>• Staff to avoid face to face contact with staff within 1 metre.</li> <li>• Pupils provided with their own pens and pencils.</li> <li>• Storage of rotated shared resources e.g. (sports, art and science equipment) for 48 hours (72 hours for plastics).</li> <li>• Review behaviour management plans and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• SLT to review size and composition daily.</li> <li>• Staff reminded on social distancing regularly by SLT.</li> <li>• Teaching staff to ensure pupils use their own equipment and shared resources are rotated.</li> <li>• Behaviour policy updated.</li> </ul>	L

		<ul style="list-style-type: none"> <li>• Shared resources – equipment cleaned regularly and between bubbles or rotated to allow them to be left unused and out of reach.</li> <li>• Where possible actions taken for behaviour management will not involve touching a pupil.</li> <li>• Physical activity and other learning activity to be undertaken outdoors where possible or physical activity held indoors in the Hall with year group bubbles.</li> <li>• No after school clubs to take place except the Out of School Club.</li> </ul>				
<b>Exposure to COVID-19</b>	<b>Staff and Pupils</b>  Transmission may occur through sharing spaces and equipment.	<ul style="list-style-type: none"> <li>• Breaks staggered to limit numbers in corridors and circulation routes.</li> <li>• Lunch held in the classroom.</li> <li>• Preventing toilets from becoming crowded by managing numbers accessing them at any one time through the use of Post-IT Notes.</li> <li>• Staggered use of staff rooms to reduce contact with colleagues.</li> <li>• Storerooms and cupboards accessed by one person at a time.</li> <li>• Outdoor play equipment cleaned frequently – no use of the large climbing frames.</li> <li>• Work equipment to be cleaned before and after use.</li> <li>• Hand cleaning after using shared resources and equipment.</li> <li>• Contractors delivering services using school facilities, such as catering, asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Review toilet access.</li> <li>• Check social distancing in staff rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to monitor toilet access and notify SLT of any issues.</li> <li>• SLT to check social distancing being adhered to in shared spaces.</li> </ul>	L
<b>Exposure to COVID-19</b>	<b>Staff and Pupils</b>  Transmission may occur when	<ul style="list-style-type: none"> <li>• PPE provided (such as disposable gloves, disposable apron)</li> <li>• Hand washing before and after providing care.</li> <li>• Staff to follow Intimate Care Policy.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Staff using PPE instructed on the safe “donning and doffing” of PPE.</li> <li>• Review personal care plans to</li> </ul>		L

	providing personal or intimate care			assess PPE requirements.		
	<p><b>Staff and Casualty</b></p> <p>Staff transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>Wash/sanitise hands before and after treating a casualty.</li> <li>Assist at a safe distance where possible, if they are capable instruct them to do things for you.</li> <li>Minimise time sharing a breathing zone.</li> <li>Wear appropriate PPE (such as disposable gloves, disposable apron).</li> <li>When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes.</li> </ul>	M	<ul style="list-style-type: none"> <li>Review first aid needs and PPE requirements.</li> <li>First aiders instructed on the safe “donning and doffing” of PPE.</li> <li>Maintain stocks of PPE.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning staff to ensure PPE supplies available at all times. Classroom and Greenroom stocks to be replenished daily.</li> <li>Office to order stocks of PPE.</li> </ul>	L
	<p><b>Staff accompanying Child Displaying Symptoms</b></p> <p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need first aid until they are collected by a parent.</p>	<ul style="list-style-type: none"> <li>Children to be taken to the Isolation Room (Music Room). If the Music Room is fully occupied, then the child is to be taken to the Green Room, whilst awaiting parent collection.</li> <li>Ensure ventilation in the room.</li> <li>PPE provided for supervising adult.</li> <li>Only first aid trained staff to administer first aid to pupils.</li> <li>Music Room is deep cleaned after use.</li> </ul>		<ul style="list-style-type: none"> <li>Maintain stocks of PPE.</li> <li>Supervising adult instructed on the safe “donning and doffing” of PPE.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning staff to ensure PPE supplies available at all times. Isolation Room and Green Room stocks to be replenished daily.</li> <li>Office to order stocks of PPE as required/requested by Caretaker.</li> </ul>	

	<p><b>Staff</b></p> <p>Who are clinically vulnerable (Moderate risk) or extremely clinically vulnerable</p>	<ul style="list-style-type: none"> <li>• Guidance for those who are vulnerable, including pregnant women, is available.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Where need is identified - Staff individual risk assessment to be completed.</li> </ul>		M
<p><b>Staff anxiety and concerns regarding COVID-19</b></p>	<p><b>Staff</b></p> <p>Mental Wellbeing</p>	<ul style="list-style-type: none"> <li>• Staff individual health assessments are completed for high risk employees as appropriate.</li> <li>• Staff training is identified as appropriate.</li> <li>• Staff welfare arrangements are in place and are included on a regular cleaning regime.</li> <li>• The school has a Staff Wellbeing Champion to provide support to staff.</li> <li>• Staff are reminded that they can approach SLT or line manager with any general concerns they have through email reminders and discussion.</li> <li>• Workload expectations to staff are communicated through email and flexible working arrangements are provided to support and reassure staff.</li> <li>• Support measures, such as the Employee Assistance Programme, available through BHSF are communicated periodically to staff, as well as other external organisation support, such as Mind.</li> <li>• Staff are regularly thanked and communicated with on updates within school to keep them involved and to consult with them.</li> <li>• Staff supported as much as possible during self-isolation circumstances.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Staff wellbeing to be monitored by line managers.</li> <li>• Staff regularly thanked and communicated with on updates within school to keep them involved and to consult with them.</li> <li>• Staff supported as much as possible during any self-isolation circumstances.</li> </ul>		L



<p><b>Pupil behaviour issues and anxiety regarding COVID-19</b></p>	<p><b>Pupil</b>  Mental Wellbeing</p>	<ul style="list-style-type: none"> <li>• Emotional Learning Support Assistant in school to provide focused support for pupils.</li> <li>• School Pupil Mental Wellbeing Champion to provide support.</li> <li>• Safeguarding Policy in place.</li> <li>• Staff report concerns with pupil’s behaviour via the usual routes, including Safeguarding.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Records kept of contact made with parents.</li> <li>• Concerns reported to appropriate staff.</li> </ul>		<p>L</p>
<p><b>Long-term health implications for children if healthcare services are not continued</b></p>	<p><b>Staff and Pupils</b></p>	<ul style="list-style-type: none"> <li>• School works with healthcare services to ensure continued progression of healthcare programmes.</li> <li>• Safe systems of work applied and followed.</li> <li>• School staff discuss expectations with the healthcare provider and reach a safe and practical solution.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>• Safe systems of work to be provided to arranged visitors.</li> <li>• Staff to contact healthcare providers to discuss access.</li> <li>• Visitors’ agreements to be available at signing in.</li> </ul>	<p>Compliance to be monitored by SLT.</p>	<p>L</p>
<p><b>Teaching staff not available to teach bubbles</b></p>	<p><b>Staff and Pupils</b></p>	<ul style="list-style-type: none"> <li>• If teaching staff are absent and insufficient teaching staff are available within school on a particular day for a class group of bubble, we will review and consider other school staff, supply staff or closing this bubble after all suitable options have been explored for the duration that staff are unavailable.</li> </ul>	<p>L</p>			<p>L</p>

## Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

Date Assessed:	17.5.21
Assessor:	Sean Smith

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