

Willerby Carr Lane

Primary School



COVID-19 Risk Assessment September 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>Exposure to COVID-19</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>Everyone on site</p> <p>General transmission may occur:</p> <p>Through close contact between staff and pupils and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms is informed not to attend school. • If a positive test is received by an individual they must self-isolate for 10 full days after the day they started with symptoms or the day they had the test, if no symptoms present. • Individuals who are classed as close contact of a positive case will be contacted by NHS Test and Trace to check if they legally need to self isolate and if not, advised to take a PCR test. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. • 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. 	<p>M</p>	<ul style="list-style-type: none"> • Continue to follow advice given by local outbreak/ health protection teams. • Reiterate stay at home message to staff and parents for anyone needing to self-isolate as per national requirements. • Anyone becoming unwell with COVID-19 symptoms whilst in school must be 	<ul style="list-style-type: none"> • Ongoing communications through newsletters, letters and emails. Checked periodically by SLT. • Minimising contact between staff and ventilation regularly monitored by SLT. • Staff can obtain kits from the office through carefully organised arrangements and stocks monitored. 	<p>L</p>

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

- We will refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.
- We will minimise contact between staff across the site through maintaining social distancing wherever possible.
- Classroom external exit doors continued to be used where available to avoid groups of parents and pinch points forming.
- Staff encouraged to undertake Lateral Flow Device testing at home to identify possible asymptomatic staff.
- Staff encouraged to receive vaccinations.
- School aware of LA Local Outbreak Control Plans and will follow Public Health advice.
- School and staff to follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- Frequent and robust handwashing promoted.
- Staff reminded to ensure all areas are well ventilated.
- 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 to remind on minimising contact between staff.
- 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.

- sent home immediately. Children presenting with COVID-19 symptoms in school will await collection from the separate isolated Music Room, or Intervention Room if the Music Room is inaccessible.
- Minimising contact between staff will be achieved through promoting a minimum of 2 metres distance where possible, except when necessary, e.g. first aid support.
- Pinch points during drop off/collection will be monitored by SLT.
- 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"> • Staff, pupils, parents and visitors informed of the measures in place to reduce transmission. • The school has an outbreak management plan in place should rising cases require adjustment to control measures and we will work with the LA and Public Health accordingly, as well as clubs and sporting providers. 		<p>document cleaning regime.</p> <ul style="list-style-type: none"> • Signage to promote hygiene. • Review stocks of soap, hand sanitiser, number of hand sanitiser stations, tissues. • 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. 		
Exposure to COVID-19	<p>Pupils</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"> • Access times between 8.40am and 8.50am for classrooms and classroom external exit doors used were available to reduce pinch points. • Staff, pupils and visitors informed to wash/sanitise hands on arrival at school. • Parents asked to leave the site promptly and not congregate at classroom doors or gates. 	M	<ul style="list-style-type: none"> • Remind parents of arrangements for drop off and collection procedures to reduce pinch points forming. • Review effectiveness of arrangements for parents to “drop off” pupils. 	<p>Regular communications provided to parents.</p> <p>Regular reviews conducted by Senior Leadership Team (SLT).</p>	L
Exposure to COVID-19	Visitors	<ul style="list-style-type: none"> • Visitors on site must be by appointment only. 	M	<ul style="list-style-type: none"> • Minimise large gatherings of visitors to site by 	<ul style="list-style-type: none"> • Office staff to check visitors have a face covering and 	L

	<p>General transmission may occur:</p> <p>Through close contact with staff and pupils and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Visitors asked to continue to wear face coverings on site when moving around the site and in communal/shared spaces. • Details of visitors are recorded, to include date and time of visit, who they visited and their contact details. • Staff to ensure that rooms visited must be well ventilated and furniture positioned appropriately to minimise contact between adults. 		<p>using virtual meetings where possible.</p> <ul style="list-style-type: none"> • Regularly check visitors are complying with procedures. • Provide visitors with copy of safe systems of work. 	<p>visitors are aware of procedures.</p> <ul style="list-style-type: none"> • SLT to monitor compliance of visitors. 	
<p>Exposure to COVID-19</p>	<p>Everyone on site</p> <p>Site related transmission may occur:</p> <p>Through close contact between staff and pupils and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Accessing classrooms from external doors, where possible. • Thorough cleaning of rooms at end of the day by cleaning staff and enhanced cleaning of frequently touched surfaces at lunchtime. • 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 this situation the following government guidance must be followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning of regularly used equipment during the day. • Ventilation in all areas maximised by opening windows and doors to enable cross ventilation where possible. • Access to handwashing facilities or hand sanitiser is available at all times. • Minimising contact between staff as much as possible. • Promoting good respiratory hygiene - ‘catch it, bin it, kill it.’ 	M	<ul style="list-style-type: none"> • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Posters supporting key messages of infection control are displayed prominently across the school site. • Staff and pupils are to clean hands more frequently and thoroughly than usual. 	<ul style="list-style-type: none"> • Procedures are regularly reviewed by Premises staff • Ventilation and safety reviewed daily and regular close contact monitoring by SLT 	L

<p>Exposure to COVID-19</p>	<p>Staff and Pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • Minimising contact between staff as much as possible. • Large group staff face to face gatherings such as staff meetings are to be held online where possible. • Shared resources – equipment cleaned regularly throughout the day. • Where possible actions taken for behaviour management will not involve touching a pupil. • Physical activity and other learning activity to be undertaken outdoors where possible. • All areas to be well ventilated. 	<p>M</p>	<ul style="list-style-type: none"> • Staff to avoid being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day). • Staff to ensure regularly touched equipment and surfaces are cleaned during the day. • Review behaviour management plans and procedures. 	<ul style="list-style-type: none"> • Staff reminded on minimising contact regularly by SLT. • SLT to periodically check equipment and surfaces are being cleaned and ventilation is carried out. 	<p>L</p>
<p>Exposure to COVID-19</p>	<p>Staff and Pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Staff room is set up to reduce contact with colleagues. • Storerooms and cupboards accessed by one person at a time. • Outdoor play equipment cleaned frequently. • Classroom equipment and frequently touched surfaces is cleaned during the day. • Work equipment to be cleaned before and after use. • Robust hand and respiratory hygiene is promoted. 	<p>M</p>	<ul style="list-style-type: none"> • Review staff room access and use. 	<ul style="list-style-type: none"> • SLT to check staff are minimising contact as much as possible. • Staff to be periodically reminded on hand and respiratory hygiene. 	<p>L</p>
<p>Exposure to COVID-19</p>	<p>Staff and Pupils</p> <p>Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron) • Hand washing before and after providing care. • Staff to follow Intimate Care Policy. 	<p>M</p>	<ul style="list-style-type: none"> • Staff using PPE instructed on the safe “donning and doffing” of PPE. • Review personal care plans to assess PPE requirements. 		<p>L</p>

	<p>Staff and Casualty</p> <p>Staff transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Assist at a safe distance where possible, if they are capable instruct them to do things for you. Minimise time sharing a breathing zone. Wear appropriate PPE (such as disposable gloves, disposable apron). 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. 	M	<ul style="list-style-type: none"> Review first aid needs and PPE requirements. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. 	<ul style="list-style-type: none"> Cleaning staff to ensure PPE supplies available at all times. Classroom and Staff Room stocks to be replenished daily. Office to order stocks of PPE. 	L
	<p>Staff accompanying Child Displaying Symptoms</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"> 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 Intervention Room, whilst awaiting parent collection. Ensure ventilation in the room. PPE provided for supervising adult. Only first aid trained staff to administer first aid to pupils. Music Room is deep cleaned after use. 		<ul style="list-style-type: none"> Maintain stocks of PPE. Supervising adult instructed on the safe “donning and doffing” of PPE. 	<ul style="list-style-type: none"> Cleaning staff to ensure PPE supplies available at all times. Isolation Room and Staff Room stocks to be replenished daily. Office to order stocks of PPE as required/requested by Caretaker. 	
	<p>Staff</p> <p>Who are clinically vulnerable</p>	<ul style="list-style-type: none"> Guidance for those who are vulnerable, including pregnant women, is available. 	H	<ul style="list-style-type: none"> Where need is identified - Staff individual risk assessment to be completed. 		M

	(Moderate risk) or extremely clinically vulnerable					
Staff anxiety and concerns regarding COVID-19	Staff Mental Wellbeing	<ul style="list-style-type: none"> • Staff individual health assessments are completed for high risk employees as appropriate. • Staff training is identified as appropriate. • Staff welfare arrangements are in place and are included on a regular cleaning regime. • The school has a Staff Wellbeing Champion to provide support to staff. • Staff are reminded that they can approach SLT or line manager with any general concerns they have through email reminders and discussion. • Workload expectations to staff are communicated through email and flexible working arrangements are provided to support and reassure staff. • 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. • Staff are regularly thanked and communicated with on updates within school to keep them involved and to consult with them. • Staff supported as much as possible during self-isolation circumstances. 	M	<ul style="list-style-type: none"> • Staff wellbeing to be monitored by line managers. • Staff regularly thanked and communicated with on updates within school to keep them involved and to consult with them. • Staff supported as much as possible during any self-isolation circumstances. 		L
Pupil behaviour issues and anxiety regarding COVID-19	Pupil Mental Wellbeing	<ul style="list-style-type: none"> • Emotional Learning Support Assistant in school to provide focused support for pupils. • School Pupil Mental Wellbeing Champion to provide support. • Safeguarding Policy in place. 	M	<ul style="list-style-type: none"> • Records kept of contact made with parents. • Concerns reported to appropriate staff. 		L

		<ul style="list-style-type: none"> Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding. 				
<p>Long-term health implications for children if healthcare services are not continued</p>	<p>Staff and Pupils</p>	<ul style="list-style-type: none"> School works with healthcare services to ensure continued progression of healthcare programmes. Safe systems of work applied and followed. School staff discuss expectations with the healthcare provider and reach a safe and practical solution. 	M	<ul style="list-style-type: none"> Safe systems of work to be provided to arranged visitors. Staff to contact healthcare providers to discuss access. 	Compliance to be monitored by SLT.	L
<p>Teaching staff not available to teach classes</p> <p>Impact on business continuity due to large numbers of teaching staff absent through COVID-19</p>	<p>Staff and Pupils</p>	<ul style="list-style-type: none"> Staff to minimise contact with other staff members to reduce transmission between staff. Staff to be responsible for their own safety and others' safety in and out of school. Large staff gatherings are to be held online when possible. If teaching staff are absent and insufficient teaching staff are available within school on a particular day for a class group, we will review and consider other school staff and supply staff for the duration that staff are unavailable. 	L	<ul style="list-style-type: none"> Staff to be regularly reminded to minimise contact with other staff members. 	Compliance to be monitored by SLT.	L

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:	3.9.21
Assessor:	Sean Smith

Version 3 - 3.9.21