

# Senacre Wood Primary School Risk Assessment February 2022



Activity / operation/ event: Term 5 2021-2022					Assessment date: 18 <sup>th</sup> April 2022		
Establishment: Senacre Wood Primary School					Review date: Next guidance change this academic year, or before if necessary		
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & review		
					Action required	Responsible person	Date completed
Limit infection spreading between children and staff	Children/staff	Whole school events to be risk assessed in order to review local and national case numbers  Staff are allowed wear masks wherever it makes them feel comfortable. E.g. in communal areas, or if they are in a classroom where they would not normally spend time, for example Year 6 teacher observing a Year 2 lesson.	Medium	Assess risks vs. amount of cases in a class.			
Limit infection spreading between children and staff	Children/staff	Children to access their classrooms through their fire exits from playtime and first thing in the morning.	Medium	Not at present			

		There should be limited use of/waiting in internal corridors.					
Limit infection spreading between children and staff	Children/staff	Children have lunch in dual year group bubbles in the hall.  SLT to cover break and lunch duties if needed.	Medium	Not at present			
Limit infection spreading between staff in the school	Staff across the school	Meetings should be virtual where appropriate, using Microsoft Teams with a school log in.					
Limit infection spreading between staff and parents.	Staff and parents.	Staff can wear masks when in close contact with a parent.  Encourage LFD testing before visits if this is possible.	Medium	Risk assess parent access to the inside of the school building for each situation e.g. parents' evenings, performances- in conjunction with local and national guidance and local rates/infections in school.			
Limit spread of infections via equipment	Children	All play equipment to be assigned per class.  All children have their own stationery provided by the school	Medium	Not at present			

<p>Transmission of respiratory infections from infected person</p>	<p>Pupils, staff and parents are at risk of catching a virus if they come into contact with someone who is already infected.</p>	<p>Ensure that pupils, staff and any other adults do not come into school for if they have a temperature or other severe respiratory symptoms.</p> <p>Call parents to collect as normal protocol.</p> <p>If a parent does test their child/member or staff tests and the result is positive, children should stay at home for 3 days and adults for 5.</p> <p>Staff should be vigilant in reporting their own symptoms to HT/DHT.</p> <p>Ensure that anyone who develops symptoms during the school day is sent home.</p> <p>Any staff attending to a child who falls ill may choose to wear gloves and mask. The child will be isolated in the medical room. The room must be ventilated. Medical room to be disinfected with household bleach after an ill child has been in it and staff must wash their hands for at least 20 seconds,</p>	<p>Medium</p>	<p>No LFD tests are now available for schools or for members of the public.</p> <p>It is not recommended that children and young people are tested for COVID-19, unless directed to by a health professional.</p>			
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		<p>using soap and water or use anti-bacterial hand gel with at least 60% alcohol content.</p> <p>Staff and pupils must follow the government's stay at home guidance when they have received a positive result.</p>					
Respiratory infection risk.	Pupils, staff and parents could become infected through lack of hygiene	<p>All children and adults will clean their hands on a regular basis and for at least 20 seconds, using soap and water for at least 20 seconds or anti-bacterial hand gel with at least 60% alcohol content.</p> <p>This will always be completed on arrival, before and after break, before and after eating and after using the toilet and after sneezing/coughing.</p> <p>Additional cleaning of hands will be directed when children change locations- e.g. leaving the hall for PE, moving to the Art Studio, at the end of the school day.</p>	Medium	Not at present			

All classrooms, office areas and entry points to the school will be provided with hand sanitiser. All classrooms to have a cleaning supplies box, kept out of reach of children.

Staff to ensure children have regular opportunities to wash their hands during the day. This will become part of their normal classroom routine.

Maintain 'catch it, bin it, kill it' approach.

Ensure sufficient stock of tissues in every classroom and areas accessed by adults.

Face coverings are not recommended by Public Health England for use in Primary Schools because misuse can inadvertently increase risk of transmission. Children should remove masks on entry to the school building, store in

		their own bag and wash hands immediately.					
Infection through contact with a positive case.	Medium	If a school adult comes into contact with a positive case, they will be informed and will be encouraged to test, whilst tests are available and in date. They are able to come into school during this period.					
Unvaccinated members of the school community	Low	Unvaccinated staff will be regularly and strongly encouraged (as per guidelines for school leaders) to have two doses of the appropriate vaccine to protect them.  Staff are strongly encouraged to take part in any advertised booster to reduce transmission in school and to reduce the likelihood that they fall seriously ill.		All staff have said they are vaccinated.  All staff will be strongly encouraged to get a booster dose of the vaccine when offered.			
Risk of a transmission from touching contaminated surfaces and sharing resources	Pupils, staff and parents are at risk of catching an infection if they	Frequently touched surfaces and equipment	Medium	Not at present			

	touch an unclean surface	<p>to be cleaned throughout the day.</p> <p>Doors and windows to be kept open where possible and comfortable for ventilation. Doors must be open at breaks and lunch to ventilate the classroom.</p> <p>Class staff to wipe surfaces used in staff areas throughout the day including surfaces in PPA room/Art Studio/Library/Toilets.</p> <p>Resources that are shared between bubbles such as art, sports, science equipment and ipads should be cleaned frequently and meticulously with products provided.</p>					
Risk of transmitting infection from contact between pupils/staff and other adults	Pupils, staff and parents are at risk of catching infections if contact is not controlled.	<p><b><u>Classroom measures</u></b></p> <p><b><u>EYFS</u></b></p> <p>Classrooms to be well ventilated and doors to</p>	Medium	Not at present			

		<p>stay open where possible.</p> <p>Resources be to cleaned regularly</p> <p>The classroom has their own set of toilets to use.</p> <p><b><u>Years 1-6</u></b></p> <p>Adults to work side by side with pupils avoiding facing one another directly</p> <p>All children will have their own pencil case for their stationery.</p> <p>Classrooms to be well ventilated and doors to stay open where possible.</p> <p>Year 1 and 2 have their own classroom set of toilets to use.</p> <p>Lower and upper KS2 have their own allocated toilets to use.</p> <p><b><u>Arrival at school</u></b></p> <p>Parents will drop their child at the school gate between 8.40am and</p>					
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8.50am. There will be a member of SLT on the gate as well as a member of the child's teaching team for EYFS and KS1 (front gate).

**Emergency evacuation**

In the event of a fire or evacuation, usual procedures should apply and children and staff should leave by the nearest exit to the evacuation points. Evacuation takes a higher priority over infection control.

**First Aid**

Staff should wear full PPE when attending to a child with a minor first aid injury as a result of an accident or illness.

Staff to follow procedures regarding isolation in medical room and sending pupil home in the event of illness.

**Staff room**

All equipment must be wiped down after using.

Staff to ensure all cutlery, cups and all plates used to go straight into the dishwasher.

Break out spaces outside of classes can be used by staff to eat in, as can outside areas when the weather is good, if this is more comfortable than being in the staffroom.

**Adult toilets**

Taps, handles etc need to be wiped down after use.

Only one adult at a time in the staff room female cloakroom area.

**School office**

Visitors to be arranged by appointment only.

Keyboards, telephones, buzzers and surfaces to

		<p>be wiped regularly throughout the day</p> <p><b><u>Non-teaching staff</u></b></p> <p>If staff share and office and test positive or have viral symptoms, they should work from home, if they are well enough to do so.</p> <p>They are encouraged to request to work from home if work can be completed offsite.</p>					
Risk of transmitting coronavirus during breakfast club	Pupils, staff and parents may become infected from the use of breakfast club	<p>Children will arrive at 8:00am for breakfast club at the main gate.</p> <p>Their breakfast order will be taken in the hall and money collected by one person.</p> <p>The children will remain in the hall for breakfast.</p> <p>Adults will be wearing disposable gloves and the food will be carried on a tray.</p>	Medium	Not at present			

<p>Risk of infection from additional staff on site- Kickstart, Forest School and Connie- Fusion Cheerleading.</p>	<p>Staff/children</p>	<p>Staff arrive and have a temperature check. They anti bac hands. We encourage the regular use of LFD tests whilst they are in stock.</p> <p>Kickstart after school club- the children have their own equipment and there is separate equipment for each class. All equipment is cleaned at the end of the session.</p> <p>Forest School- only exposed to one class at a time.</p>	<p>Medium</p>	<p>Request risk assessment from Kickstart, Forest School and Connie</p>			
<p><b>Assessor name(s): Emily Sweeney</b></p>				<p><b>Job title: Headteacher</b></p>			
<p><b>Signature: E. Sweeney</b></p>				<p><b>Review date: 27<sup>th</sup> May 2022 or with updates to government guidance.</b></p>			