

When complete this form must be added to your generic assessment library or site specific file.

Location or address Kingsway Primary School, Ashville Road, Wallasey, CH44 9EF			Date August 2021			Assessment
Activity or situation Covid Risk Assessment September 2021			Reviewed			Signature H.Holbrook
Hazard	Who may be harmed	(3) What controls exist to reduce risk	Likelihood	Severity	Risk total 1-25	(4) What action could you take to further reduce risk
Child or staff member becomes ill with symptoms of Covid 19 in school.	Staff and pupils	<p>If a child becomes unwell with Covid symptoms, their parents or carers will be contacted, asked to collect them and take them for a PCR test. Children will remain at home until the results of the test are received.</p> <p>They will be moved away from the other children whilst they are waiting to be collected. They will wait in the spare classroom, and this space will be well ventilated. Any accompanying adults will remain at a 2 metre distance whenever possible, and wear appropriate PPE. This area will be cleaned after use and before anyone else uses the area.</p> <p>The three main symptoms of Covid 19 are: -A new, continuous cough -A high temperature -Loss or change in normal sense of taste or smell.</p> <p>The extended list of symptoms also include: -Fever or chills -Shortness of breath or difficulty breathings -Fatigue -Muscle or body aches -Headache -Sore throat -Congestion or runny nose -Nausea or vomiting -Diarrhoea</p> <p>If the child needs to use the toilet whilst waiting to be collected, they should use a toilet in the new toilet block. The toilet will then be closed</p>	3	4	12	Ensure parents and carers receive up to date information about what to do if their children display symptoms of Covid. This will aim to ensure that children do not arrive at school with Symptoms of Covid and need to be sent home.

		<p>to others and should be cleaned and disinfected before being used by anyone else.</p> <p>If staff become ill with symptoms whilst at school, they should tell the Headteacher who will arrange for their class to be covered so they can go and get a PCR test. They must not return to school until the results of their PCR test are received.</p>				
Staff Shortages	Pupils and staff	<p>If a member of staff tests positive for Covid or are advised to self-isolate if they are not fully vaccinated, it may not be possible to cover their classes using existing staff. In this case, additional staff will need to be brought in to teach, who may be supply teachers.</p> <p>In this case, if the class teacher is well enough, they will support the supply teacher with planning and preparation to ensure that the impact on children's learning is kept to a minimum.</p>	2	2	4	
Inadequate cleaning of areas	Staff and pupils	<p>Thorough and regular cleaning of classrooms, surfaces, toilets, and communal areas within the school will continue.</p> <p>Cleaning schedule to be reviewed regularly and further enhanced if indications suggest that Covid cases are rising in school, or if advised by Public Health.</p> <p>Products used will be those that offer disinfecting qualities and are available through suppliers.</p> <p>Regular checks are in place to ensure that supplies of soap, hand sanitiser and other welfare provisions do not run low.</p>	3	2	6	<p>Ensure stocks of anti-bacterial wipes are available in all classrooms to allow for additional surface cleaning throughout the day.</p> <p>Audit stock available in school to ensure timely ordering of cleaning products to ensure we do not run out.</p>
Ensuring good hygiene is followed.	Staff and pupils	<p>Soap and hand sanitiser is readily available across the setting.</p> <p>Children and adults will be asked to wash and sanitise their hands regularly.</p> <p>Children will wash or sanitise their hands</p> <ul style="list-style-type: none"> • When they enter the classroom in the morning (wash or sanitise) • Before eating snack and lunch (wash with soap and water) • When they come back into the classroom after a playtime (was or sanitise) <p>Posters will be visible in all toilets to ensure children are reminded about how to wash their hands properly.</p>	3	3	9	<p>Ensure that all classes are reminded about how to wash their hands properly, and the importance of this. This will be part of learning start of term routines in classes and followed up with regular reminders.</p> <p>Remind all children about the 'catch it bin it kill it' routine and ensure they know where to find tissues in their classrooms.</p>

		<p>Engage with visitors to ensure hand washing or sanitising takes place upon entry to the building.</p> <p>Encourage staff to continue with regular hand washing.</p> <p>Continue with the 'catch it bin it kill it' message across the setting. Ensure tissues are available where required. Encourage coughs and sneezes to be done into a tissue or the elbow, and hand washing takes place afterwards.</p>				
<p>Unsafe disposal of PPE and face coverings</p> <p><i>(if required for those choosing to continue with face coverings)</i></p>	Staff and pupils	<p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing will be placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the <u>guidance on cleaning for non-healthcare settings</u>.</p> <p>Any non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting will be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>Any PPE or waste used by people with symptoms of Covid (such as cleaning cloths, tissues and PPE) will be double bagged and put in a safe, secure place for storage for 72 hours before disposal.</p>	3	2	6	
<p>Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and push pads</p> <p>- Changes to emergency fire procedures</p> <p>- Uncertainty</p>	Staff and pupils	<p>Review school fire risk assessment to reflect any changes that have been made during Covid, and ensure procedures are clear to staff and pupils.</p> <p>The fire log book is up-to-date, and all checks up until the end of the summer term have been made.</p> <p>Communicate any changes in a timely manner to staff, who in turn will communicate these to their classes.</p> <p>Review the ventilation through school and which doors need to be propped open for this reason. Ensure the doors being propped open are not fire doors.</p> <p>Where wedges are being used to prop open doors, ensure the system for these to be released at the sound of a fire alarm is in place and is clear.</p>	2	6	12	<p>Arrange for fire drill to take place early in the autumn term, to ensure all children and staff are confident with the procedures. Review effectiveness as a staff and make any necessary changes.</p>

of staff and pupils due to working at different locations to normal and changes in evacuation routes.						
Contact with school resources	Staff and pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items where practical.</p> <p>Classroom based resources, such as maths equipment and games, can be used and shared where necessary. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or such as sports, arts, and science equipment will be cleaned frequently, and it is the responsibility of the class using these to do so before returning them.</p>	3	3	9	
Risk of transmission through first aid procedures	Staff and pupils	<p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. However, first aid PPA (such as gloves) must be worn.</p> <p>After administering first aid, First Aiders will ensure that they safely dispose of items and clean the first aid area thoroughly. First aiders will wash their hands thoroughly with soap and water.</p>	4	2	8	
Stress and mental health issues for staff	Staff and pupils	<p>During the first half of the autumn term, Staff will all have the opportunity for a 1:1 meeting with the Headteacher. This will be an opportunity for them to raise any concerns they have, both professionally and from a well-being point of view.</p> <p>Through the PSHE curriculum, staff will take the opportunity to talk to children about their mental health and how they can support the mental health of others.</p> <p>SENCO will support staff and pupils who exhibit signs of stress and will ensure they are aware of resources which they can access, including stress counselling support available to staff.</p>	1	4	4	Review the school's current provision for PSHE/RSE, including teaching about mental health and mental health support.

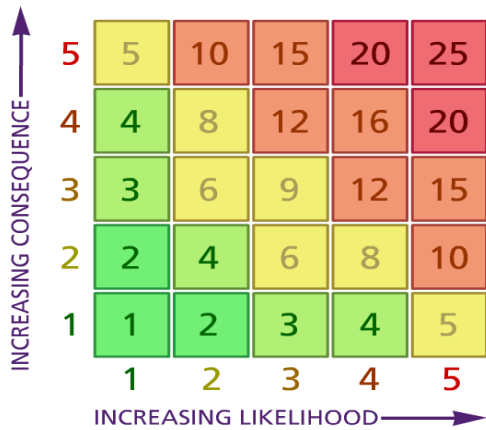
		Support from Occupational Health may also be sought if deemed appropriate.				
Inadequate building management and routine inspections.	Staff and pupils	All routine inspections will be completed prior to school reopening to children in September. Any routine or annual checks will be carried out in their usual time frames. Any contractors who have been expected but not attended, will be arranged to attend ASAP, if applicable.	2	3	6	
Restraining students.	Staff and pupils.	Should it become necessary for a child to be positively handled or restrained, for their safety or the safety of others, PPE would only be needed if the child has suspected or confirmed Covid, or if PPE is normally required to be used for their care. Should any pupils begin to exhibit behaviours pose risk, such as spitting and biting, individual assessments will be made, and provision of PPE would be considered on a case-by-case basis.	2	3	6	
Staff who were previously defined as Clinically extremely vulnerable and pregnant employees.	Staff and pupils.	Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Employees can be reasonably expected to attend work, and the following should be considered where possible. Additional precautions will be discussed with individuals as appropriate and may include: <ul style="list-style-type: none"> • Distancing from others where possible. • Increased cleaning and sanitation of working areas • Consider access to rest areas, toilets etc. to minimise contact with others where possible • Additional PPE requirements • Making further alterations to minimise risk. Pregnant staff members will have an individual risk assessment in place and an additional risk assessment from 28 weeks. This may include some changes to their role from 28 weeks of pregnancy. Updates to guidance with regards to CEV and pregnant staff will be monitoring and adhered to.	2	5	10	

		CEV and pregnant staff risk assessments will be updated in line with the schools outbreak contingency plan and to take into account any advice given by public health.				
Visitors to school	Visitors, staff and students.	<p>Visitors are permitted to schools where other means of completing their role has been explored and it is identified that the visit is required. This includes in order to support children's learning and development in a range of circumstances. This will also include parents where the discussion cannot be done remotely. This will mainly be by prior appointment.</p> <p>Ensure all visitors sign in and are encouraged to wash or sanitise hands upon entering the building. Provision of hand washing supplies available to visitors such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</p> <p>Visitors will be encouraged to wear face coverings whilst in school and will be asked not to enter the school if they have any symptoms of Covid. This will be communicated through posters next to the sign in book.</p>	2	2	4	
Contingency planning for outbreaks	Staff and pupils	The school will maintain a Covid Outbreak Contingency plan, in line with Government and Public Health advice. This will be communicated to staff and parents and updated to include any new advice.	2	3	6	
Ventilation & air conditioning	Staff and pupils	<p>Windows will be used ensure spaces are ventilated and non-fire doors propped open to increase the air flow.</p> <p>Ventilation in rooms will be checked regularly and steps taken to improve fresh air flow in areas as necessary, giving additional consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>We will balance the need for increased ventilation while maintaining a comfortable temperature, especially during the winter months. In these circumstances windows will be opened just enough to provide some ventilation and then fully opened during break times and lunch times.</p>	3	3	9	
Face coverings in Primary schools.	Staff and pupils	Face coverings are no longer advised for staff either in classrooms or in communal areas. However, some staff may choose to continue wearing a face covering. If so, they should follow the guidance on face coverings and disposal of them.	2	3	6	

		<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport.</p> <p>As part of Outbreak Contingency Planning, if numbers of cases of Covid in school rise, staff may be advised to wear masks in communal areas. Any changes to this advice will be communicated to staff.</p>				
Tracing close contacts and Isolation	Staff and pupils	<p>From 16 August 2021, children under the age of 18 years old, and fully vaccinated adults, will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would strongly encourage all individuals to take a PCR test if advised to do so.</p>	3	3	9	

	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Ensure parents and carers receive up to date information about what to do if their children display symptoms of Covid. This will aim to ensure that children do not arrive at school with Symptoms of Covid and need to be sent home.	Letter to parents to be written and sent out during the first days in September.	HH	3.9.21	
2	Ensure stocks of anti-bacterial wipes are available in all classrooms to allow for additional surface cleaning throughout the day. Ensure all classrooms have hand sanitiser and tissues.	Check current stock levels, purchase more if needed.	DC/HH	2.9.21	
3	Audit stock available in school to ensure timely ordering of cleaning products to ensure we do not run out.	Check current stock levels, order more if needed.	SR	2.9.21	
4	Ensure that all classes are reminded about how to wash their hands properly, and the importance of this. This will be part of learning start of term routines in classes and followed up with regular reminders. Remind all children about the 'catch it bin it kill it' routine and ensure they know where to find tissues in their classrooms.	Teaching to take part as part of start of term routines in each class.	All Class Teachers	3.9.21	
5	Arrange for fire drill to take place early in the autumn term, to ensure all children and staff are confident with the procedures. Review effectiveness as a staff and make any necessary changes.	Fire evacuation arrangements to be discussed in all classes.	All Class Teachers	10.9.21	
		Fire drill to be organised and take place.	HH/SR	1.10.21	
6	Review the school's current provision for PSHE/RSE, including teaching about mental health and mental health support.	Audit of current provision Actions planned as a result of audit.	HH/RC	Autumn Term	

Please use this space to identify issues for which you may require council support



Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.