



COVID-19 RISK ASSESSMENT

This Risk Assessment takes a measured approach to protecting children and staff from COVID 19 whilst also maintaining high expectations in teaching and learning.

We want Hillside to be an environment where everyone feels safe and normal Primary School activities can take place with robust risk assessment.

Be kind, be cautious, be caring

Name of School	Hillside Primary School
Completed By	Nicola Morris and Jo Morsman
Date	27th October 2021

Date	Version	Summary of Adjustments	Who

This has been created in light of latest guidance from the DfE and Public Health England. NB – this changes frequently and it is the responsibility of the Headteacher and Business Manager to keep up to date.

Guidance:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings>

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-extension-of-self-isolation-period-30-july-2020>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19implementing-protective-measures-in-education-and-childcare-settings>

Ref	Issue	Risk	Owner
R1	Transmission of COVID-19 virus in school setting – managing the virus	<p>Face coverings</p> <ul style="list-style-type: none"> • Face coverings/Visors must be worn in all communal areas. They should be removed in lessons to support effective communication and teaching; • All visitors will be asked to wear face masks • Parents on the school site will be asked to wear face coverings unless exempt • Staff can wear visors in the classroom if they wish <p>Isolation</p> <ul style="list-style-type: none"> • Those who have tested positive for Covid-19 will be asked to isolate. • Family members living with someone who has tested positive for COVID -19 will be asked to isolate. • Those children awaiting a PCR test result will be asked to isolate <p>Contact Tracing</p> <ul style="list-style-type: none"> • Parents will be informed if their child sits next to anyone who has tested positive for COVID and will advise them to undertake a PCR test if they consider that they have been a close contact. • The community (parents, staff, Chair) will be informed of positive cases in school • A letter will be sent to the class of the child testing positive and a letter will be sent to the whole school informing of a positive case in school • The LA will be informed of positive cases in school 	<p>All staff</p> <p>Office/SLT</p> <p>Head/SBM/Office</p>
		<p>Home testing</p> <ul style="list-style-type: none"> • Staff have been asked to take LFT 3 times a week (Sun/Tues, Thurs) 	All staff

		<p>Cleaning and Hygiene</p> <ul style="list-style-type: none">• Additional cleaning to be undertaken during the day to ensure that communal areas, handrails and door handles are clean;• All staff will be asked to wash hands on arrival and regularly throughout the day;• Hand sanitiser, soap and paper towels will be available in the staff room(s);• Disinfectant wipes to be available for remote controls, keyboards and the reception area;• Tables to be cleaned by students at the end of each lesson;• Surfaces to be kept clear for ease of cleaning (in classrooms, offices and staff rooms);• Disabled toilets to be used by staff and students with a disability only;• Cleaning supplies (gloves, disinfectant and paper cloths) will be available in teaching areas to clean surfaces contaminated by a student sneezing or coughing, a cleaner will be available on site as required;• Lidded pedal bins will be available in all areas for tissue and cloth disposal. Only cloths used for cleaning after a surface has been contaminated need to be disposed of in this bin;• Disinfectant wipes to be made available in all workrooms and offices. Staff to be advised of the need to wipe down their workstation at the end of use. <p>Ventilation</p>	Staff Kyle
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		<p>Staff to be encouraged to keep windows open in classrooms and working areas as much as possible. The guidance states that this should be balanced with the need to keep the learning/working environment at a comfortable temperature;</p> <p>Teaching staff</p> <ul style="list-style-type: none"> • Sanitiser will be made available in every teaching area; • Cleaning measures will continue to be undertaken before students and staff leave a teaching space. • A supply of tissues will be made available in all teaching areas and students must be encouraged to 'Catch it, Bin it, Kill it'. Tissues to be placed in lidded bins <p>Support staff</p> <ul style="list-style-type: none"> • Windows in office areas will be kept open as much as possible, balancing ventilation with maintaining a comfortable working temperature; • PPE to be made available to staff providing first aid – gloves, aprons, masks, sanitisers; <p>Harrisons Staff</p> <ul style="list-style-type: none"> • Staff to continue to ensure that students are sanitising hands on arrival in the dining area • All kitchen staff to wear masks/visors on the premises <p>Immunisations</p> <ul style="list-style-type: none"> • Staff to arrange COVID Booster • Staff to contact SBM confidentially if not vaccinated so a risk assessment can be undertaken 	<p>Staff</p> <p>Staff</p> <p>Harrisons Staff</p> <p>Staff</p>
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		<p>Trips</p> <ul style="list-style-type: none"> • Staff to inform SLT of any trips/visitors planned so the event can be risk assessed. <p>Lettings</p> <ul style="list-style-type: none"> • We will risk assess each letting on a case by case basis to ensure that it is safe to go ahead; <p>Other events</p> <ul style="list-style-type: none"> • Parents' evenings will run virtually this year. Staff have been consulted that this is a preferred method • Information evenings and the open evening have been run in person with a specific risk assessments and Covid-19 control measures; 	<p>Staff Sam</p> <p>SBM</p> <p>SLT</p>
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R2	<p>The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation</p>	<p>Staff will be encouraged to social distance from students and other members of staff wherever possible.</p>	All Staff
R3	<p>Staff wellbeing including workload consideration</p>	<ul style="list-style-type: none"> • The return to school with significantly relaxed control measures and increased numbers of covid positive cases may cause significant levels of anxiety for some members of staff; • Where staff are unwilling to attend school due to anxiety, we will discuss the action to be taken with the HR team. We are unlikely to be able to offer unpaid leave due to the ongoing operational needs of the school and the further impact this could have on learning; • We will seek to train further staff as mental health first aiders as soon as possible so that we can support members of staff with mental health. We will encourage all line managers to regularly check in with their teams to identify issues/ concerns and for us to be able to identify support as appropriate; • We will carry out personalised risk assessments for those staff who request this in order to provide reassurance and discuss any additional control measures. These discussions will be managed by the SBM, in consultation with the Headteacher; • Staff will be encouraged to speak to their line managers with any concerns; • Directed time information and the annual calendar will be shared with staff in advance to support planning and workload management. 	SLT

R4	transmission of COVID19 in school environment	<p>Before school</p> <ul style="list-style-type: none"> • Parents collecting a student with symptoms to remain outside reception; • Parents to be made aware of the symptoms of Covid-19 and advised not to send their child in if they are symptomatic; • The wearing of face coverings in communal areas of the school will be compulsory for staff. Masks will not be worn in classrooms. <p>In the classroom</p> <ul style="list-style-type: none"> • A seating plan will be in place for each classroom for use in contact tracing if required; • Tissues and specific waste disposal for these will continue to be available in each classroom (designated tissue bins); • Sanitiser will be available in every classroom and students will be encouraged to use this at least each time they use a tissue and on entry into the classroom; • Staff have been briefed in how to spot Covid-19 symptoms and there will be a clear protocol of the action to be taken if a student is suspected to be symptomatic; • A maximum of one student per class will be allowed to go to the toilet at any one time; • Students will be asked to wipe down their work stations before leaving a classroom. This will be reviewed at the end of December; • Doors will be kept open in teaching spaces where possible, especially in rooms with no natural ventilation. <p>Cleaning</p> <p>Cleaning staff have been made aware of the extra cleaning of touch points, tables, backs of chairs/toilets</p> <p>Cleaning staff have been made aware to wear protective PPE</p> <p>Cleaning staff provided with appropriate cleaning products</p>	SLT
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R6	<p>Student wellbeing – COVID-19 impact Including Safeguarding/Attendance & Behaviour</p>	<p>Attendance • The Local Authority have adjusted absence codes to allow for isolation</p> <p>Behaviour Headteacher to:</p> <ul style="list-style-type: none"> ○ Ensure that all staff are clear about expectations and their roles and responsibilities in implementing COVID RA whilst maintaining high expectations in lessons ○ Ensure all students get a consistent message which is reinforced positively through classroom teachers/Tas; ○ Ensure that all classes have a strong Behaviour for Learning routines in the school. ○ Ensure that class teachers are aware that some students will return to school being exposed to some adversity and trauma, this is to be supported 	All staff
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R7	<p>Potential transmission of COVID19 in school environment through colds, coughs and sneezes.</p>	<ul style="list-style-type: none"> • All staff and students understand routines for good respiratory hygiene e.g.: the ‘catch it, bin it, kill it’: <ul style="list-style-type: none"> - All students to receive a consistent message through classroom staff. • Headteacher to: <ul style="list-style-type: none"> - Provide guidance / training to all staff before return. • Site Manager to <ul style="list-style-type: none"> - Provide classrooms and learning with boxes of tissues, hand gel and a lidded bin; 	HT
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R9	Providing First Aid Non-COVID Possibly symptomatic person.	<ul style="list-style-type: none"> • PPE will be required for all staff dealing with a suspected COVID case. Child brought to HT room to sit next to open door until collected. Area where child has been will be thoroughly cleaned. If student needs to use the toilet while waiting to be collected, this must be put out of action until it can be cleaned; • Minor first aid can be supported in classrooms where appropriate • Normal first aid at lunchtime will continue to be administered outside • For any close contact first aid staff must wear full PPE 	SLT
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R11	COVID-19 cleaning Enhanced cleaning requirements	<ul style="list-style-type: none"> • Cleaning of learning areas to be undertaken at the end of each day. This is to include disinfectant wipes to be used on computer keyboards and work stations in workrooms. This will remain in place for September at least; • Cleaning staff have been informed of the action to take if they start to feel unwell and of the requirement to report this to the BM; • A schedule of daily cleaning will be in place and will be signed off as tasks are completed to ensure that tasks are completed in line with expectations. 	Site
R12	Cross contamination: Accessing school site at main	<ul style="list-style-type: none"> • Staff to wear masks when talking to visitors and signing visitors in <ul style="list-style-type: none"> • Visitors are asked to hand gel • Any visitors coming into school asked if they have taken a recent LFT • 1 person in main reception at a time 	SLT

	school reception area.		
R13	Fire Drills/Lock downs H&S	Our normal fire drill procedures <ul style="list-style-type: none"> • Staff and students can choose to wear masks but this is not compulsory; • A lockdown practice will be undertaken in the Autumn 2 2021 	

R14	Local Lockdown – School Closure	<p>Outbreak management plan</p> <ul style="list-style-type: none"> In the event of an outbreak or increased case numbers in the area, we may be required by PHE to reimplement different control measures. The actions taken would be based on the guidance from PHE. <p>Education Continuity</p> <ul style="list-style-type: none"> A revised and robust education continuity plan for on line and blended learning is in place if advised to close. This will guide teaching staff towards agreed responses, teaching approaches and provision. 	SLT
R15	Identification/Treatment of symptomatic member of school community	<p>If a confirmed case is identified then HT will:</p> <ul style="list-style-type: none"> Contact the DfE who will liaise with PHE as to whether any further actions are required; 	HT/SLT
R17	Use of Catch-up Funding	<ul style="list-style-type: none"> See separate contingency plan. 	HT/SLT

R19	Consultation of RA	HT will provide an outline letter to parents explaining our RA strategy. A copy of the RA will be made available on request and will be published on the website to provide transparency of approach to parents AND carers.	HT
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THIS RISK ASSESSMENT WILL BE REVIEWED FORMALLY EVERY 2 WEEKS BY BM & HT, AND ANY AMENDMENTS NOTIFIED TO THE THE COMMUNITY

Signed by: _____ Headteacher

Signed by _____ School Business Manager

Date: _____