

**The Colleton Primary School  
Covid-19 RISK ASSESSMENT**

<b>LOCATION/ACTIVITY/ISSUE BEING ASSESSED:</b>	Covid-19	
<b>HEADTEACHER:</b>	Michelle Law	
<b>NAME OF ASSESSOR(s):</b>	Michelle Law	
<b>DATE OF ASSESSMENT:</b>	April 2020	Reviewed 1 <sup>st</sup> September 2021
<b>DATE FOR REVIEW:</b>	October 2021	
<b>APPROVED BY:</b>	Signature: <i>M Law</i>	Risk assessment Date: 1 <sup>st</sup> September 2021
	Headteacher's name: Michelle Law	

<b>SUMMARY (* delete as appropriate)</b>
Risk level <b>without</b> additional controls: <b>HIGH</b> / MEDIUM / LOW *
Additional control measures required: YES /NO *
Risk level <b>with</b> additional controls: HIGH / <b>MEDIUM</b> / LOW *

<b>What are the significant hazards? What could go wrong? Who could be harmed and how?</b>	<b>What's already being done to control risks?</b>	<b>What additional controls are needed?</b>	<b>By who?</b>	<b>By when?</b>	<b>Date completed</b>
1. Children and/or staff will transmit or become infected with COVID-19	<ul style="list-style-type: none"> <li>Staff and children who are in school should stay at home if they are experiencing signs of illness outlined on the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> Flow chart shared with all teaching staff and displayed in staff room and reg groups</li> <li>Updated flow chart outlining what to do in event of symptoms in school or at home</li> </ul>	use meeting room 2 to isolate any suspected cases	ALL  ML	1 Sept	5 Sept

<p>COVID Home School Agreement</p>	<p>circulated to parents and staff and displayed in teams and staff room.</p> <p>Children showing symptoms in school must be isolated in meeting room 2, with an adult outside. They will be sent home through usual school procedures if they are experiencing the signs and symptoms of Covid 19 as given in NHS website or staff have noticed these signs and symptoms</p> <ul style="list-style-type: none"> <li>• Close contacts are no longer required to self isolate</li> <li>• Staff in school must follow the government guidelines given on the NHS site</li> <li>• All staff and children experiencing the signs and symptoms on this site to Inform HT immediately and follow the school procedures for sickness absence.</li> <li>• Staff must check the NHS website to look for updates and apply this to their practice if they have any concerns.</li> <li>• Reminders on the signs and symptoms and links to the government and NHS websites will be sent out regularly and when changes have occurred in their guidance.</li> <li>• Parents will be informed of any updates and changes as updated from latest information from the Dfe and NHS regarding the signs and symptoms, and</li> </ul>		<p>/ML/ Admin</p> <p>ML Admin/</p>		
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	<p>how they need to respond, including if a member of their family is experiencing signs and symptoms.</p> <ul style="list-style-type: none"> <li>• children can decide whether they wish to wear a face mask whilst in school and will be responsible for supply and management of the mask to ensure it is used appropriately and hygienically. There are training videos showing safe use.</li> <li>• Staff can choose to wear masks at pick up and collection and in communal or teaching areas</li> <li>• Many staff are voluntarily opting to take twice weekly Lateral flow testing and reporting results to PHE and within school</li> <li>• All staff over the age of 18 have either received or been offered one or both doses of vaccinations</li> </ul> <p><b>Procedures in school:</b></p> <ul style="list-style-type: none"> <li>• Staff and children enter school through their reg group external doors. Staff to inform the office if anyone in their reg that is expected has not arrived by 9am.</li> <li>• Parents should leave their children at the edge of white box outside their learning area. Please limit talk to teachers at the door. All correspondence should be through the office.</li> </ul>		<p>CS/TA's</p> <p>MH</p> <p>CS/TA</p>	<p>June 1<sup>st</sup></p> <p>Sep 2nd</p> <p>June 1<sup>st</sup></p>	
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<p>2. Children will transmit infection to the home environment from school</p>	<ul style="list-style-type: none"> <li>• Registers will be done on paper. Staff to notify of any absence by 9.15am. Paper copies to be returned to office each day. Teachers to record each day how many children in class in case of fire drill on board by fire exit.</li> <li>• Lunches will be recorded using Scopay. Children can record own lunches but should wash hands after use</li> <li>• When staff and children come into school they will be required to wash their hands regularly, including before and after break and lunchtime. There maybe some times where it is appropriate to use hand sanitiser.</li> <li>• Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing.</li> <li>• Used tissues to be placed by the child in a lined and covered bin.</li> <li>• Children taught to cough and sneeze into their elbow and away from the direction of other children and adults.</li> <li>• Anyone entering the school will be asked to wash their hands and the poster giving</li> </ul>	<p>posters to be displayed around school and in the toilets</p> <p>Videos to be shown regularly in class</p>	<p>Done</p> <p>MH/CS</p> <p>CS</p>	<p>ASAP</p>	
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<p>3. Infection may be transmitted via the physical school environment</p>	<p>guidelines on safe ways to do this will be pointed out to them by whoever greets them.</p> <ul style="list-style-type: none"> <li>• Only planned visitors will be permitted in school and those that do enter should enter via reg group doors where possible and staff will notify the office and ensure it is listed on global calendar. These visitors should wear masks whilst in the building</li> <li>• Periapetic music lessons and some after school clubs will resume in well ventilated or outside areas with covid secure risk assessments in place.</li> <li>• Medication and forms will need to be handed to class teachers who will provide a copy for central storage in the office.</li> <li>• All correspondence for the office will continue be through e.mails or by telephone</li> <li>• Drop off area use for all children. Following the one way system in the car park (not turning in on the roundabout)</li> <li>• A way one-way system will be in operation using only 2 gates which will be open to reduce touch points. Settings will be asked to follow the footsteps and coloured arrows.</li> </ul>	<p>Check number of bins in areas used, with lids</p>	<p>MH</p>	<p>June 1</p>	
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	<ul style="list-style-type: none"> <li>• Children will also wash their hands before leaving school at the end of the day.</li> <li>• Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child's whose name is on the bottle should handle the bottle, including collecting and filling it in school.</li> <li>• No use of water fountains</li> <li>• Children bring in a snack to be kept on their table</li> <li>• Used tissues to be placed by the child in a lined and covered bin</li> <li>• The school cleaned by the cleaners, and objects and surfaces to be regularly wiped in reg areas throughout the day.</li> <li>• Any staff using communal areas with children should ensure they are cleaned before and after use ie. Tables/ chairs/ touchpoints/ resources</li> <li>• Do not bring any additional items from home into the school environment unless these are necessary for learning (coats, medication, glasses, lunchboxes &amp; waterbottles), spare trainers/ wellies and book bags when required.</li> </ul>	<p>cleaning kits for each teaching area</p>	<p>MH</p> <p>MH</p> <p>TL/CS</p> <p>ML/VN</p> <p>CS</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>July 20</p>	
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	<ul style="list-style-type: none"> <li>• Lockers and coatpegs may be used but should be closely supervised at the start and end of day and wiped down regularly</li> <li>• Children can share resources such as pencils and rulers</li> <li>• Bubbles will no longer exist unless contingency plans need to be put in place – should this be the case bubbles will be formed by each team.</li> <li>• Children will all eat in the main hall in their teams. Regular cleaning will take place between sittings. They will be allowed to play together outside at lunchtimes.</li> <li>• Staff can work across teams unless contingency plans need to be put in place in the case of an outbreak</li> <li>• Children should work/play outside as often as this is possible</li> <li>• All areas should be kept well ventilated. Windows should be kept at least ajar for air flow and doors where possible can be kept open if room temperature 18 degrees or above. If temperatures drop doors should be opened for ‘blasts’ of air when children are at lunch/ break to ensure good airflow</li> </ul>	<p>Additional wallets and stationery to be ordered and collated</p> <p>Communicate with appropriate staff</p> <p>Show Lunch supervisors new set up</p>	<p>MH</p> <p>MH/ML</p> <p>Class teachers</p>	<p>June 1<sup>st</sup></p> <p>Sept 20</p> <p>Dec 20</p> <p>Sept 2</p>	
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	<ul style="list-style-type: none"> <li>• Thermometers are in each room to monitor temperature levels</li> <li>• Ventilation units should be open</li> <li>• Seating arrangements can be as best suits the learning and flexible between sitting at desks and on the carpet unless contingency plans need to be put in place</li> <li>• Children will eat lunch in the main hall. Lunchbreaks will be staggered / overlap between teams over 1 hour duration with 30 mins play and 30 mins eating time for each team. Tables will be cleaned in between sittings.</li> <li>• Children will line up to collect food table by table from serving hatch/ counter and move to outside play as soon as each table is finished.</li> <li>• Staff using staffroom will be able to do so without limiting numbers but should ensure they clean surfaces after use.</li> <li>• Children can use large play equipment Some play equipment such as balls can also be reintroduced</li> </ul>	<p>Training for lunch time staff</p> <p>ML/VN to oversee</p> <p>Children to be reminded of rules re handwashing, staying at tables and movement around the hall in assembly</p>	<p>CS/MH</p> <p>CS/ML</p> <p>ML/Team Leaders</p>	<p>Dec 20</p> <p>Dec 20</p> <p>Dec 20</p>	
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	<ul style="list-style-type: none"> <li>• Wet play lunch play will take place in own teams there will be no mixing on wet play days</li> <li>• A single adult does not need to follow the on-way system in school.</li> <li>• Children should use designated toilets within their teams – (see timetable) and these should be supervised and cleaned regularly.</li> <li>• Adults should wear gloves when performing any medical or intimate care routines with children. Face masks, visors and aprons will also be available for these tasks. As per intimate care policy.</li> <li>• ASC &amp; EDO will be offered during autumn term. A separate risk assessment is in place for this.</li> <li>• PE kit will be brought into school. On PE days children may not need to change for outdoor PE if they wear appropriate clothes and shoes.</li> <li>• Any shared curriculum resources should be cleaned or left for 48hours before use by another group (plastic 72hours)</li> <li>• Reading books can be sent home but should be set aside in a designated box</li> </ul>	<p>Playworkers to teach children new social distanced games</p> <p>Lunch playworkers aware</p>	<p>MH</p> <p>ML</p>	<p>Dec 20</p> <p>Dec 20</p>	
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	<p>when changed and/ or wiped down before returning to central area.</p> <ul style="list-style-type: none"> <li>• Library use can resume but children should wash their hands before and after selecting books and should be closely supervised in small groups by an adult from their reg group.</li> <li>• Outdoor play equipment such as climbing frames may be used</li> </ul>				
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<b>REVIEWS AND REVISIONS</b>					
<b>Review date</b>	<b>Name of Assessor</b>	<b>Is assessment still valid?</b>	<b>If not, list adjustments with details of who will action and by when</b>	<b>Approved by Headteacher</b>	<b>Date of next review</b>
April 20	C.Norris	Yes	To be reviewed with staff and governors	YES	May 20
June 20	C Norris	Yes	To be reviewed with staff	YES	July 20
July 20	M Law	Yes	To be reviewed with staff and Governors	YES	August 20
Sept 20	M Law V Neale	Yes	To be reviewed with staff and Governors	YES	Nov 20
Nov 20	M Law V Neale	Yes	To be reviewed by staff and governors	YES	Dec 20
Dec 20	M Law V Neale	Yes	To be reviewed by staff and governors	YES	Jan 21
Jan 21	M Law V Neale	Yes	To be reviewed by staff and governors	YES	Mar 21
March 21	M Law V Neale	Yes	To be reviewed by staff and governors	YES	April 21
May 21	M Law	Yes	To be reviewed by staff and governors	Yes	Sept 21

Sept 21	M Law	Yes	To be reviewed by staff and governors	Yes	October 21
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