**Trinity St Stephen Church of England First School Covid 19 Risk Assessment**

**May 2021**

**Risk must be reduced through:**

Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school.

Ensuring face coverings are used in recommended circumstances

Robust hand and respiratory hygiene

Enhanced cleaning arrangements

Minimising contact across the site and maintain social distancing wherever possible.

Good ventilation

The use of PPE in specific circumstances

The use of asymptomatic testing amongst staff

In response to infection it is imperative to:

Engage with NHS Test and Trace

Manage and report confirmed cases of COVID 19 amongst the school community

Contain any outbreak by following local health protection team advice

**This is based on the following DFE guidance:**

**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/985138/10\_May\_Schools\_Guidance.pdf**

Constraints include the physical capacity of the building and sharing of spaces and resources

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| School activity | Risks/hazards | RISK | Protective factors | Cost /resources | RISK |
| **School Premises** | On going maintenance  Emergency repairs such as plumbing, emergency alarms | HIGH | NB: School does not have its own Site Manager  Emergency help and key holding duties provided by the Windsor Boys’ School caretaking team  SLA agreement with RBWM to carry out all statutory checks and servicing of plant and equipment. Regular legionella testing maintained during partial school closure. All necessary safety checks to be carried out as normal.  Emergency repairs go ahead. ALL visitors to be wearing face coverings.  Where possible, all visitors to have read the most recent version of the school risk assessment for Coronavirus.  If possible, school staff to be made aware of any premises related visitors – date and location in the building.  Where possible appointments to be made for a time when children are not on site.  School refers to government guidance on essential maintenance | No additional cost | LOW |
| **Emergency Evacuations** | Maintaining social distancing during evacuation and at assembly point | HIGH | Revised evacuation procedure to maintain integrity of bubbles. Different areas of playground used to ensure social distancing.  Evacuation procedures explained to staff of new bubbles.  Practice evacuation with new bubbles and staff once a term as a minimum. Time recorded and notes made of any development points where necessary. | No cost | LOW |
| **School cleaning** | Infection control | HIGH | More regular cleaning of table tops with anti- bacterial product  More regular cleaning of all door handles with anti- bacterial product  Children using their own equipment wherever possible  Any shared equipment such as laptops must be wiped or cleaned with antibacterial cleaner after each individual use or left untouched for the recommended period (72 hours if made of plastic)  All staff involved in cleaning rotas such as regularly touched surfaces and the toilet areas. Staff provided with suitable product and PPE | Extra cleaning resources  Anti-bacterial spray/wipes  PPE  All staff being flexible in their roles and taking an active part in keeping the school clean | LOW |
| **Children’s health** | Showing symptoms of Coronavirus | HIGH | Pupils, staff and other adults must not come into school if:  They have one or more of the recognised symptoms of Covid 19 A member of their household (including someone in their support bubble or childcare bubble has COVID 19 symptoms They are legally required to quarantine having recently visited countries outside the Common Travel Area They have had a positive test Have been in close contact with someone who tests positive for Covid 19  They must immediately cease to attend and not attend for at least 10 days from the day after:  The start of their symptoms The test date if they did not have positive symptoms but have had a positive LFD or PCR test (a negative PCR test overrides a positive LFD test) |  | LOW |
| **Children’s well being** | Effects of Lock Down  General anxiety | HIGH | Use of worry boxes  Materials sent home to support parents and carers  Staff training  Provision of ELSA or Family Link Worker intervention where necessary, this may involve a waiting list  Greater access to running the ‘Golden Mile’ |  | LOW |
| **Children drop off and collection to and from school** | Observing social distancing | HIGH | Different entrances and exits used and staggered timings  Only one parent or carer per family group  Teachers must release children promptly. Parents and carers must move on as soon as they have collected their child/children. SLT be active in asking parents to keep moving and leave the premises asap.  Children to be let into school in small groups to ease congestion in the cloakroom  Staff, Signage and markings on the floor at entrances and exits to prompt social distancing and guide parents and children to follow one way systems  Staff at entrances to be wearing face coverings. All parents to be wearing face coverings on the school site. Extra signage and messages from school to remind parents. |  | LOW |
| **Staff health** | Showing symptoms of Coronavirus  Falling into a vulnerable group | HIGH | Staff invited and strongly encouraged to take part in regular asymptomatic testing using Lateral Flow Self Testing Kits  All staff must use hand sanitiser or wash hands thoroughly on arrival at work  Staff who have a pre-existing condition which puts them into a more vulnerable category should seek medical advice and inform the school of their situation and the guidance given. Staff must discuss their situation with HT  Any member of staff displaying Coronavirus symptoms (high temperature, a new persistent cough, loss of taste and smell) must report the situation to school immediately and follow isolation guidelines |  | LOW |
| **Staff well being** | Effects of Lock Down  Anxiety on returning to work | HIGH | Good communication on strategies in place to minimise the risk of contagion. Shared the risk assessment with all stakeholders.  Opportunities to talk to SLT about procedures  Regular updates and sharing of information either in large open spaces (hall) or via Zoom  Performance Management may be used as a mechanism to touch base with staff.  Access to counselling through the borough support scheme and well being team |  | LOW |
| **Family well being** | Effects of Lock Down  Change in financial circumstances  Relationship challenges  Anxiety for their own and their children’s health as arrangements for school return begin and reduction of Lock Down rules | HIGH | Staff awareness of possible scenarios for our families through training (Borough resources)  Encourage good communication between parent and teacher (email or telephone) so that all parties are aware of any changes in circumstances  Good communication from school to demonstrate to families the measures school is taking to reduce the risk  All children on site regularly reminded of effective measures they can take such as handwashing and social distancing rules  Provision of ELSA or Family Link Worker intervention where necessary, this may involve a waiting list |  | LOW |
| **School attendance** | Anxiety about school attendance  Term time holidays  Vulnerable children and children with low attendance fall behind academically | MED | Maintain clear communication with the parent community. Engage with families who may be feeling more anxious to put in place a strategy to support attendance. Engage the support and advice of the EWO where problems arise. Regular monitor meetings with EWO to track attendance where it falls below expectation. Ensure families are aware that attendance is mandatory and any term time holiday request must demonstrate that the circumstances are exceptional. The school will generally not grant leave of absence requests for holidays. |  | LOW |
| **Classroom teaching** | Observing social distancing for adults  Maintaining a good cleaning regime  Maintaining good personal hygiene | HIGH | Masks or face coverings may be worn where appropriate.  Children gently but firmly reminded to maintain social distance. Children reminded not to touch adults or other children.  Visitors to pods, for example the HT, must be wearing a mask, unless exempt.  Further PPE is available in case of first aid or intimate care requirements.  Children mainly use their own equipment. Equipment is stored in their chair pocket  Good ventilation maintained  Children must sanitise their hands on entering the classroom.  Door handles and regularly used areas eg toilets cleaned more frequently with anti-bacterial spray  Cleaning of any shared resources (for example maths, science or PE resources) or storing for 72 hours.  All bins are lidded | Frequently re-stocked anti bacterial spray and gel in every classroom | LOW |
|  | Social distancing and early years | HIGH | Children within both pods are not socially distancing from each other. All staff working in pods should try and maintain distance where possible. This may be more difficult with younger children. Children reminded not to touch adults or other children. Further PPE such as face shields are available. | PPE purchase | HIGH to Med |
|  | Social distancing and SEN children  Children who are unable to regulate their mood and behaviour  Children who may require individual learning support | HIGH | Use of social stories to prepare children for any changes or new situations for use at home and in school  Staff actively pre-empting a change of mood and taking action to de-escalate the situation  Take advice on use of PPE  Parents informed to prepare their child for being independent | PPE purchase | PPE and preparation may reduce from HIGH to MED |
|  | Social distancing and First Aid/Comforting distressed children/administration of medication | HIGH | Parents informed to prepare their child for being independent. Children will be talked through the actions they need to take and supported from a distance. If contact is required either the adult must wear appropriate PPE or the child will be sent home depending on the nature of the injury. Any contact will always be followed by thorough handwashing.  Most members of staff hold an up to date paediatric qualification. A fully qualified first aider will be on site or contactable  Office manned during school hours and able to contact emergency services.  Staff leading pods have received medical information on all children within the pod. | Possible purchase of some form of PPE | PPE and preparation may reduce from HIGH to MED |
|  | Adult first aid. | MED | Most members of staff hold an up to date paediatric qualification. A fully qualified first aider will be on site or contactable  A defibrillator is on site and accessible to all  The office will be manned whilst staff are on site and access to emergency services will be prompt  Historic evidence indicates very low incident rate |  | LOW |
|  | Staffing numbers | HIGH | Any unanticipated staffing absence must be telephoned into the Head Teacher as early as possible. All staff absence must be followed up by a telephone call if a message has been left or email/text sent. |  | LOW |
| **Exercise/break time** | promoting social distancing | HIGH | Exercise and time outside will be staggered. (Key stage 1 and Reception will not be out at the same time as Key Stage 2)  Groups of children will be kept apart by using different zones in the playground. Within groups children will be encouraged to keep their distance.  Key Stage 1 (inc Rec) and Key Stage 2 will be kept apart and where possible not out together on the playground |  | LOW |
| **Staff breaks** | Observe social distancing | HIGH | Only 3 person in kitchen area of staffroom at a time. Masks may be worn to reduce risk.  Key stages separated for breaks. KS2 team using upstairs PPA room for break times.  Staff wishing to leave the building will be able to do so but must always report to the school office for safety reasons. It is strongly recommended that if staff wish to leave the building they do not go into a public area such as a shop in their break time. Members of staff will need to ensure they have their lunch/snacks with them.  Staff will need to continue to arrange breaks between the teams. Cleaning will also required to be done during some breaks.  Staff can meet up but must be in a room with good ventilation, socially distanced and should not be larger than either a Key Stage 1 team (inc Reception) or a Key Stage 2 team.  The staffroom/library can be used for small meetings of up to 3 people and for external agencies to meet individual children such as Speech and Language or Education Psychology. |  | LOW |
| **Lunchtime** | Observing social distancing  Increased cleaning | HIGH | Lunch time will be staggered for different groups.  Some classes will eat in situ  Cleaning of tables before and after eating in classes using antibacterial spray or wipes  Handwashing or sanitising must always occur before and after eating for children and staff  Lunchtime staff will wear masks inside the building. |  | LOW |
|  | Children’s Hygiene | HIGH | Children use hand sanitiser regularly. ALWAYS on entry into the classroom at any point in the day (for example at the start of the day, after break time, having attended an intervention), before and after eating, after coughing and sneezing etc |  | LOW |
| **Worship** | Observing social distancing | HIGH | Rev Sally continues Worship on Zoom once a week with classes watching and those at home invited to attend  No singing included as part of worship |  | LOW |
| **Office operations** | Observing social distancing | HIGH | No outside visitors to the office unless arranged by appointment.  Office staff to make use of door intercom. Door will only be opened to essential visitors. Office staff may be wearing a face covering. All visitors required to wear face coverings.  All visitors must complete the Visitors Sign In Sheet clearly so that the school can engage with NHS Test and Trace if necessary  Messages are sent by email or telephone  Good ventilation maintained in the office if more than one person in the office |  | LOW |
| **Governors meeting** | Observing social distancing | HIGH | Governors meeting can continue remotely using Zoom whilst social distancing remains in place  If a meeting is preferred it must be held in the school hall with ventilation open and chairs arranged with social distancing in place |  | LOW |
| **Meeting with parents** | Observing social distancing | HIGH | All concerns, queries are conducted over the telephone or remotely using Zoom.  Parents meetings /interviews could also be conducted over the telephone  If a school meeting is essential it must be arranged in advance and would be held in a classroom area with social distancing in place. All visitors would be required to sign in ( as normal) and wear a face covering. |  | LOW |
| **Visitors in school** | Greater number of people in school adding to the risk for staff and children | HIGH | All visitors are given clear guidance on the measures in place to support a Covid secure environment.  Essential visits only. These include premises maintenance, other professionals supporting children, specialist teachers.  Visitors are also asked to wear masks or face coverings whilst in school. |  | LOW |
| **Curriculum** | Children are unable to access a broad and balanced curriculum, with particular reference to PE and music |  | PE/Sport: Maintain consistent groups and ensure equipment is cleaned between groups. Ideally PE should be held outdoors, but indoor PE can go ahead with good ventilation.  Music: practical music (singing or wind instruments) takes place in the hall with good ventilation. Distancing between all participants is essential. (Class groups may need to be split).  Singing should be gentle and quiet. Pupils should always be seated side to side facing the front. No shared equipment. Always sanitise or wash hands before using equipment. |  | LOW |
| **Transition arrangements** | Children are ill prepared for starting school in Reception  Parents understand the arrangements for starting school and are well communicated with | MED | No one attends an event if they have any Coronavirus symptoms Engage with NHS Track and Trace  Increased cleaning – especially if different groupings of children involved Organise outdoor events where possible Where children invited into school limit the number of children in the group to allow distancing Children must be able to enter school independently Good communication with parents and carers. Meetings arranged via Zoom to relay information and enable parents and carers to ask questions. |  | LOW |
| **TSSSA organised events or other public events** | Public events are poorly managed where attendees do not adhere to Covid Safe arrangements | HIGH | No one attends an event if they have any Coronavirus symptoms Engage with NHS Track and Trace  Increased cleaning during and after events (restrict use of inside space to protect school community – for example no use of toilet facilities at events) Numbers attending are controlled through booking slots or offering time slots for different groups Adults attending must wear masks inside unless exempt Adults attending must maintain social distancing An individual risk assessment will be created for each event. | Increased cleaning costs |  |