

Risk Assessment Coronavirus – COVID-19
SEPTEMBER 2021

Location / Site	Westover Primary School
Activity / Procedure	Opening school in Autumn term 2021
Assessment date	August 31 st 2021
Assessment serial number	
<p>The school has prepared this risk assessment following guidance from Central Government, Southampton City Council and Hamwic Education Trust.</p> <p>We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and ventilation. Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19.</p> <p>If any member of staff has any concerns, they must discuss it immediately with a member of SLT.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of, or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils, or visitors, do not follow guidance.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Rapidly changing local situation may affect school situation	
Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms)	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk of injury
----------------------------------	---

The school will follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
We will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, staff will continue to wear a mask outside of their regular working spaces e.g. toilets, staffroom, corridors. Visitors will continue to be asked to wear a mask for meetings and visits.
Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test.
Information and guidance will remain in place to minimise contact with individuals who are unwell, by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.
Contingency plans will be introduced when directed to do so by PHE following a local outbreak.
Hand Sanitiser units to remain in place, hand sanitiser will be available on entry to the school at the reception desk and at various points throughout the school.
Pupils and staff will continue to sanitise their hands
We will continue to promote good hygiene, by promoting the 'catch it, bin it, kill it' approach.
Enhanced cleaning will continue.
We will encourage all staff to maintain good ventilation in rooms they are occupying. Windows will be opened and alternated throughout the day to create different airflows
Whole school staff meetings will be held in the hall and staff meetings in the SLT room, but with distancing and good ventilation. Masks will be optional.
Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parent visits are allowed – staff will be encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room. Where meetings happen indoors, we will ask visitors to wear a mask.
Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed
School trips will take place; we will undertake a risk assessment in relation to all our educational visits to ensure that DFE/ Government guidance is followed
We will continue to offer a remote 'home' learning package for those students who need to remain at home whilst self-isolating.
<p>Visitors</p> <p>All school visits, including by parents, will be by prior appointment/invitation only. Visitors will be asked not to attend the premises should they display any COVID symptoms All visitors will be asked to sanitise their hands before entering the premises and asked to wear a mask.</p>
<p>Communication to parents</p> <p>Parents will be reminded that children should not attend school whilst displaying COVID symptoms. (In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others). Parents will be provided with a high quality remote learning offer should their child need to isolate. Parents will continue to drop off and collect their children from the school gates rather than coming into school. Staff will wear masks at the gate.</p>
<p>Cleaning & Hygiene</p> <p>Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard. A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas e.g. toilets and classrooms. Pupils will share essential resources in table groups within their classroom. All table groups to have sufficient tissues and children taught to 'catch it bin it kill it'.</p>

Sufficient bins in all classroom areas.
 Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed.
 Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting.
 Ensure that all adults and pupils:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
 - are encouraged not to touch their mouth, eyes and nose;
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
 Ensure that bins for tissues are emptied throughout the day.
 Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
 Windows should be opened and closed at different times of the day to ensure varying air flows are maintained.
 Prop doors open, only where safe to do so (bearing in mind fire safety and safeguarding). Doors should be closed when a room is left and windows opened up.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus, there will be a higher risk compared to other illnesses. We will monitor the situation and as soon as we feel the risk has increased, we will notify Gemma Carr or Nikki Thorne at the Hamwic Education Trust	

Additional control measures	List any additional control measures that are required
Face masks will continue to be used by staff in classrooms and communal areas.	
Staff have the choice whether they maintain their classroom in a COVID-19-safe set up e.g. use a taped 2 metre teacher zone	
In case of a local outbreak staff should have a covid outbreak seating plan in place should the need arise to revert to the class layouts of 20-21 i.e. desks facing forward, bubbles etc.	
Whilst bubbles are no longer necessary school will continue to monitor the situation and will limit contact between some year groups where possible.	
Screens in place on Reception counters at front desk.	
We will continue to use the Pyramid as a second staffroom for use by EYFS and KS1 staff. KS2 staff will use the main staffroom.	

School Leader's comments	RA has been worked through with all staff during INSET on 2-9-2021 and amended as agreed.
---------------------------------	---

Name of school leader	Signature of school leader	Date
Ruth Worswick		September 2 nd 2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
-------------------------	--

Review date	Reviewed by	Reviewer signature	Remarks
1-11-21	RW	<i>Ruth Worrick</i>	<p>Decision to reduce Open Afternoons to just 6 visitors at a time, to be mainly outside and only visit the YR classroom, no other parts of the school. YR to be relocated and not back in room until a thorough cleaning.</p> <p>Decision not to have a nativity that parents are invited to, rather we will record any work we do.</p>

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable - Monitor. See note 1 below.
Moderate Risk	Acceptable - Subject to guidance. See note 2 below.
High Risk	Unacceptable - Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonably practical'**.

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **'so far as is reasonably practical'** and must be reduced to a minimum, commensurate with the needs of the task.