

**Risk Assessment Coronavirus – COVID-19  
SEPTEMBER 2021**

<b>Location / Site</b>	Talbot Primary School
<b>Activity / Procedure</b>	Opening school in Autumn term 2021
<b>Assessment date</b>	2 September 2021 Updated 1 <sup>st</sup> November 2021 Updated 1 December 2021
<b>Assessment serial number</b>	2021-22 (2)
<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 their Line Manager or School Leader.</p>	

<b>Identify hazards</b>	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)	

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	<b>YES</b>	<b>NO</b>

Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

<b>Existing control measures</b>	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 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 are expected to wear a mask in specific enclosed areas e.g. toilet/ staffroom, <b>when covering PPA and in school corridors</b> . Essential visitors to school for meetings etc. will be asked to wear masks when inside school buildings. <b>Meetings will be held remotely where possible, or when not possible in the 'Bungalow'</b> .	
Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test. Siblings of children waiting for a PCR test will also be expected to self isolate.	
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 by video software such as Zoom (to be reviewed at the end of September 2021).	
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. Visitors to school will be asked to wear a mask where possible.	
Orchestras, drama and choir groups will <b>continue</b> – school will ensure rooms used are well ventilated and Government guidance followed.	
Use of school minibuses - hand sanitiser to be used on entering/leaving the vehicle. Full cleaning of vehicle to take place after use.	
School trips will take place <b>in year group bubbles</b> ; 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.	

### **Visitors**

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, **their temperature taken** and asked to wear a mask.

### **Communication to parents**

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 be able to enter the school premises for the purpose of dropping off and collecting their children. **They will be encouraged to wear masks. Parent consultation will be conducted remotely.**

### **Cleaning & Hygiene**

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.

Fogging will continue to be implemented.

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'.

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

<b>Existing level of risk</b>	Consider current level of risk with existing controls in place
<b>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</b>	

<b>Additional control measures</b>	List any additional control measures that are required
Face masks are optional for staff in classrooms and communal areas, <b>but the school will be strongly encouraging them to wear them.</b>	
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.	
<b>Year group bubbles will be reintroduced.</b>	
Screens in place on Reception/counters and in the school offices to remain in place (to be reviewed at the end of September 2021).	
<b>Children will remain in class bubbles, including lunchtimes, which leaves sufficient gaps between sittings for a clean down in the hall between sittings.</b>	
<b>KS2 pupils will be designated year group tables for eating.</b>	
<b>Number of visitors reduced. Excluding staff working directly with children or staff who will be asked to sanitise and use face masks and take bi-weekly lateral flow tests. These include:</b>	
<ul style="list-style-type: none"> <li>• <b>Students/work experience</b></li> <li>• <b>Peripatetic teachers</b></li> <li>• <b>Reading partners</b></li> <li>• <b>Essential site works</b></li> <li>• <b>Social workers</b></li> <li>• <b>Hamwic Advisory Staff</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>BCP/Public Health South West agree to continue measures until end of Autumn Term.</b></li> <li>• <b>Due to increasing numbers of covid within the community, parents will not be invited to attend Christmas events in school.</b></li> <li>• <b>Gates opened at 8.15am in the morning to reduce congestion at drop off time.</b></li> <li>• <b>At pick up time parents of Years 4, 5 &amp; 6 pupils to wait at front of school on grass (socially distanced) for pupils to come out.</b></li> </ul>	

<b>School Leader's comments</b>	Insert comments relevant to findings as appropriate
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<b>Name of school leader</b>	<b>Signature of school leader</b>	<b>Date</b>
Kate Curtis		02.09.2021

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>
30.09.21			
01.11.21	<b>Kate Curtis</b>		Advice from HET to refresh Risk Assessment and bring in more rigorous guidance.
25.11.21	<b>Kate Curtis</b>		Due to rise in Covid cases both in school and locally, we are continuing with the same rigorous practices, as advised by Public Health. Staff are all expected to wear masks outside of classrooms/offices.
01.12.21	<b>Debbie Bosley</b>		Updated guidance from BCP/Public Health South West

## 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

<b>Low Risk</b>	Acceptable - Monitor. See note 1 below.
<b>Moderate Risk</b>	Acceptable - Subject to guidance. See note 2 below.
<b>High Risk</b>	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.