

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

Location / Site	Weston Schools Federation (Weston Shore and Weston Park)
Activity / Procedure	Opening school in Autumn term 2021
Assessment date	1 September 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 their Line Manager or School Leader.</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 have been requested to continue to wear a mask in communal areas around the school and outside on school site (for example on the playground). Parents and visitors will be requested to wear a mask when on school site.	
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 will remain 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 across the school	
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	
Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parent visits will be kept to a minimum and only where absolutely necessary – staff will be encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room.	
Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed	
School trips will not take place in the Autumn term and will be reviewed for the Spring term; When trips resume 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 via Seesaw	
<p>Staff</p> <p>Staffrooms will be separate - Weston Shore; Weston Park KS1; Weston Park KS2 staffroom; Weston Park KS2 butterflies</p> <p>Whole school staff meetings will be held by video software such as Zoom wherever possible (to be reviewed after October half term 2021).</p> <p>Smaller staff meetings including PDM may be held in KS1 or KS2 hall at Weston Park and staff will be asked to remain in their year groups.</p>	

Lateral Flow Tests are required every Tuesday and Sunday for all staff. Positive results must be reported to line manager as soon as possible; the member of staff with a positive result must not attend work and must book a PCR test.

Staff can walk through the school, wearing a mask and maintaining social distancing

Children

No children in offices unless it is a safeguarding disclosure or for your safety or safety of others

Medical will continue to be administered in the classroom to reduce movement across school and if required the office team called to the classroom on walkie talkie

Assemblies will be held by zoom

Lunches will be served in the halls. These will be on a rota, [in year group bubbles](#), minimising the number of children in the hall at any one time.

Breakfast club will continue by invite only and will be reviewed in Autumn 2- [children will be distanced in their year group bubbles](#)

~~Afterschool clubs will start in September 2021 but will be very limited and will be reviewed in Autumn 2~~

[Afterschool clubs will be temporarily postponed until further notice \(from 2 November 2021\)](#)

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 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 (via Seesaw) 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.

Parents will be encouraged to call / email school with queries and not enter the school unless invited

[Letter sent 1 November 2021 – children will return to working in year group bubbles; breaks and lunch times will also be in year group bubbles, and there will be staggered start and end times to the day for each year group. Parent will be asked to wear masks on the school site](#)

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.

Pupils will have their own clear plastic wallets with resources and will share other resources in table groups within their classroom.

Classroom will 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

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 are now optional for staff in classrooms but should be worn in 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 Year Group bubbles will commence again on 2 November 2021 and will continue until further review	
Screens in place on Reception/counters and in the school offices to remain in place	

School Leader's comments	Insert comments relevant to findings as appropriate
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Name of school leader	Signature of school leader	Date
James Wiltshire		7 September 2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
6 th September 2021	T Bulpett	T Bulpett	Updated for return to school September 2021
1 st November 2021	T Bulpett	T Bulpett	Updates for return to year group bubbles commencing 1 st November 2021 made in blue

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.

Addendum 1

Covid 19 - Risk Assessment

Updated: 18th October 2021

Ancient Greek Day (history) - Food Tasting – Year 5

Date of Activity : 20 October 2021

- Communication has been sent to parents about food tasting via letter and seesaw; medical list kept with main adult.
- Activity will take place with the children in the KS2 hall
- Eating will take place at the lunch benches
- All surfaces will be cleaned thoroughly before the lesson begins
- Benches will be clear of any resources that are not needed during this session
- Children and staff will wash their hands prior to the lesson and at the end of the lesson
- Each pita and olive plate will be split across 3 plates and will be used separately for each class
- Staff who are cutting the bread will wash hands before cutting bread and ensure PPE visor/face mask is worn throughout
- Tongs will be used to serve each olive into each child's bowl
- Class teachers will use tongs to hand out the slices of pita bread to the children
- Each child has their own individual bowl where the bread will be placed for them to taste once the bowls have been used they will be disposed of
- Children will be told to only touch their bowl and their olive, bread and hummus whilst taste testing
- Hummus will be served into the bowl with a spoon and children will dip pita bread into the hummus to taste
- At the end of the activity desks will be wiped down