

Dynamic Risk Assessment Coronavirus – COVID-19
For use by Thornhill Primary during partial reopening

Location / Site	Thornhill Primary School
Activity / Procedure	Ensuring risks linked to Covid-19 are minimised
Assessment date	1 st September 2021 11 th October 2021 31 st October 2021
Assessment serial number	CovidRA08
<p>The school has prepared this risk assessment following guidance from Central Government, Southampton City Council and Hamwic Education Trust. 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. 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 could cause harm or injury
Lack of Hygiene & 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
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Existing control measures	List controls already in place to reduce risk from of injury
	School to follow all DFE/Government guidance
	School Leaders will ensure the school can open with the correct adult to pupil ratios and that 1-1 pupils have the correct support.
	Lateral flow tests will continue to be available for staff. Staff to collect tests from front office – Lorraine’s bay.
	A DSL must be available on site or via phone.
	Contingency plans will be introduced when directed to do so by PHE following a local outbreak
	Only one adult is allowed into the reception area at a time. Anyone waiting will need queue outside the reception door.
	Entry system is with name badges, but hand sanitiser dispenser fixed on wall next to main entrances and door of staff room.
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. 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
	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 will be encouraged to wear a face mask.
	Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.
	All staff are aware of what to do should they feel unwell. Notify SLT immediately if you feel unwell at any time during the day and follow guidance.
	All staff in school are aware of what to do in the event of a fire and have had appropriate training - additional fire evacuation practice is planned.
	Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.
	First aider on site and a 3-day trained First Aider at Work.
	Books can be taken home for marking and for children to read.
	Children to be allowed to bring in PPE if they wish but be able to move around safely and use themselves without help from an adult.
	We will continue to offer a remote ‘home’ learning package for those pupils who need to remain at home whilst self-isolating

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
Staff Room can now be used by all year groups but <ul style="list-style-type: none"> • Staff must sit with adults in their year teams only when at tables or sofas. • Masks do not need to be worn when eating or drinking. • Own cup, cutlery and plates must be used and washed up individually. Dishwashers not to be used. • If sitting at the computers, staff must only sit next to adults in their year teams. Wipes and sanitiser must be used after using the computers.
Fans can be used in class with the windows open.
Toilets – allocated toilets for specific groups to reduce the volume of movement. Staff toilets to be used and handles and toilets cleaned before, during and after school. Hands to be sanitised when entering and exiting the toilets.
Photocopiers – anti-bacterial wipes next to these and staff will be asked to wipe screen following use.
ICT suite – allocated slots have been given to year groups All equipment needs to be fully wiped down before and after use. I pads - can be used but must be fully wiped down before and after use.
All rooms used, to have a ‘covered’ bin in which tissues can be disposed of.
PPE available to those staff who request.
<p>Break times and lunchtimes</p> <p>Children will only play on the area of the playground allocated to their year group. Year groups will not mix outside.</p> <p>Children will only sit at tables allocated to their year group when eating in the Hall or Dining Hall.</p>
<p>Deliveries/Waste collection</p> <p>If practicable, drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>
<p>Cleaning & Hygiene</p> <p>Site Manager will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.</p> <p>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.</p> <ul style="list-style-type: none"> • Carpet hoovering. • Rugs being washed. • Toys and resources. • Staff room furniture – eg sofas. • Office furniture. • Reception area. • Additional mopping of floors. • Checking of distancing markers and replacement of tape etc... <p>Once products begin to run low, notify Mike Thomas who will ensure supplies from other schools are shared out/sourced.</p> <p>Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact Head of Estates.</p>

Inform parents of hygiene expectations and discuss with children – reminder assemblies for returning children.

Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Fogging will take place across the site, weekly, to minimise and build up of viral load.

Ensure that all adults and children:

- 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 into and use lidded bins for tissue waste ('catch it, bin it, kill it')

Ensure that bins for tissues are emptied throughout the day.

Enclosed bins to be provided in class.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Carbon Dioxide monitors will be used to ensure there is a good flow of air whilst maintaining a comfortable working environment.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- use alcohol-based hand sanitiser.
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

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. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Nikki Thorne at the Trust.	

Additional control measures	List additional control measures required to reduce risk
Face masks are now optional for staff in classrooms and communal areas. All staff have been asked to wear facemasks in all communal areas unless they are exempt. Staff have been asked to avoid face to face conversations with staff who are not in their year group. A distance of 2 metres needs to be kept if face to face conversations are needed as well as wearing face masks.	
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 2020-21 i.e. desks facing forward, bubbles etc.
Whilst bubbles are no longer necessary school will continue to monitor the situation. Year group bubbles are now in place at breaktimes and lunchtimes, on the playground and in the dining hall and hall.
Screens in place on Reception/counters and in the school offices to remain in place

Name of School Leader	Signature of School Leader	Date
Ali Beechurst (HT)		
Lewis Tribbeck (DHT)		

This risk assessment will be used as a working document and will be reviewed and adapted where needed, on the first Monday of every month. Reviews will be more regular if there are any changes to circumstance or guidance.