



**Risk Assessment Coronavirus – COVID-19**  
**For use by schools during September 2021**

<b>Location / Site</b>	Townhill Infant School
<b>Activity / Procedure</b>	New Government guidance – Roadmap out of covid lockdown
<b>Assessment date</b>	<b><u>1<sup>st</sup> November 2021 - Review</u></b>
<b>Assessment serial number</b>	<b>Revision M</b>
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s ‘<i>Stay Alert</i>’ campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as is reasonably practicable. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). 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. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the 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. Getting or spreading coronavirus by not washing hands or not washing them adequately	
Getting or spreading coronavirus in common use high traffic areas such as staff rooms, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms and other communal areas	
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Staff mental health and wellbeing caused through anxiety to catching covid 19
Poor workplace ventilation leading to the spread of covid-19
Increased risk of catching covid-19 to vulnerable persons
Inadequate staff ratios.
Poor communication means that staff, parents, pupils or visitors do not follow guidance.
Deliveries and waste collection means outside workers expose the school population to the virus.
Contractors expose the school population to the virus.
Close contact with others causes virus to spread throughout the staff and pupil population by not following social distancing rules
Lack of knowledge of the NHS Test and Trace process.
Lack of PPE (if required). Exposure to workplace hazards due to lack of PPE

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

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone.
	No parent must enter the school buildings unless asked to do so or in the event of an emergency.
	Staff returning from self-isolation will be offered full support from the school leaders. They will be able to portray any concerns that they may have to the Headteacher. They will be kept updated on what is happening to reassure them should they feel anxious.
	Entry systems will be disinfected regularly using wipes or bio fogging

<p>All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.</p>
<p>Classrooms are organised so that pupils are positioned to maximise self-distancing within the guidelines. Carpet space can be used to gain more free area.</p>
<p>All areas including classrooms must be adequately ventilated. Windows to be left open approx. 2 inches and classroom doors to be left open during playtimes. This will allow a change of air to the area (fresh air). Children may wear an extra jumper in class if the temperature drops and they feel cold.</p>
<p>1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>
<p>Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)</p>
<ul style="list-style-type: none"> <li>• Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.</li> <li>• Any resources, such as PE equipment, that will need to be shared across bubbles, will be bio fogged with disinfectant and allowed to dry.</li> <li>• Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>- Stop hand shaking of pupils and visitors;</li> <li>- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;</li> <li>- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.</li> <li>-ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school</li> <li>-ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and coming in kit on PE days</li> <li>-choirs and orchestras will not reconvene</li> <li>-peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible</li> </ul>
<p>Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.</p>

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.
Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.
SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.
School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.
As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the office as normal but strict protocol regarding bubble movements must be adhered too (one bubble at a time for medicine administration) Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.
If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency
Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.
<b>Physical Activity</b>
<ul style="list-style-type: none"> <li>- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;</li> <li>- maximising distance between pupils is particularly important due to the way people breath during exercise;</li> <li>- pupils are kept in consistent groups (bubbles);</li> <li>- sports equipment is thoroughly cleaned between each use by different individual groups;</li> <li>- contact sports are avoided.</li> <li>- the school will closely follow England grassroots guidance.</li> </ul>
<b>Communication to parents</b>
<p>When parents drop off and pick up the pupils see Appendices 1/BC attached to this risk assessment</p> <p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>All information needed to be given to parents must be done via text, email or phone call. A frame could be used and positioned by the main doors in use.</p>
<b>SEN:</b>
PPE is available for staff coming into close contact with children. The allocated space for children requiring time out for challenging behaviour is the deputy heads office head teachers office or a

side classroom that is not in use. If a child struggles with the new conditions or becomes distressed, staff will ring the child's parents/carer to arrange for collection / advice.

### **Deliveries/Waste collection**

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.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

### **Premises preparation prior to opening:**

Deep cleans carried out to all classrooms and areas including toilets etc

One way system to be arranged for dropping off/ collection of children

Signage displayed advising of social distancing

Hand soap dispensers and hand gel readily available

Staff advised of Health and Safety implications

Signage on main gate asking parents not to stand in groups but to socially distance

PPE purchased for staff

New non contact thermometer purchased for the office staff to use

Adequate stocks of cleaning chemicals to cover the six weeks return (including hand sanitiser etc)

All water outlets to be flushed prior to school opening (Legionella)

All statutory testing will be completed and up to date prior to opening (Air Con / Water / Fire / Roller Shutters / Statutory maintenance etc)

All cleaners to wear PPE when cleaning

Bio-fogging to disinfect all rooms and areas prior to return in the Autumn term

### **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.

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils.

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

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.

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

**ALL** classrooms will have hand gel, washing facilities and a bottle of diluted disinfectant cleaner (for staff use) available throughout the day. If you require more of the above, please speak to the site manager. Blue paper rolls for drying etc are available to all classrooms.

### Contractors

Only contractors carrying out essential maintenance and statutory testing 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).

All contractors are to wash their hands upon entering the site.

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

- wash hands on entry into individual work areas – or 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

**Low Risk**

**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 Louise Adams at the Hamwic Education Trust.**

Additional control measures

List any additional control measures that are required

**See Appendices 1/BC and Schools Covid-19 Operational Guidance Feb 2021 which must be read in conjunction with this risk assessment.**

### **Bio-fogging:**

Bio – fogging will be adopted within school to help eliminate any virus / bacteria present on surfaces etc. Toilets will be fogged regularly.

Classrooms will be fogged last thing at night when the premises is clear of people PPE and down time for disinfectant to dry (approx. 15 Mins)

Chemicals used will be non-harmful to humans and COSHH risk assessed as per the Trusts protocol. Users will be trained and risk assessed to use the bio- fogger prior to commencement of disinfecting.  
Safety data sheets are available.  
The bio-fogging system will be purchased from a reputable company who deals with educational / healthcare establishments.

**Fire:**

A fire drill will be practised soon after school returns as many children will be in different classrooms and will need to be fully conversant with the fire exits etc.

**Staff Well Being:**

Staff toilets to be used by one person at a time (please use the door sign when entering/exiting the toilet). All toilets will be deep cleaned daily.

Hand washing facilities are available as is hand sanitiser .

Staff to continue to sign in and out of the premises (the screen will be disinfected at various times of the day). Staff to use their own mug for drinking (please do not share other peoples mugs).

Only 7 members of staff are allowed into the staffroom at any one time (please observe the 2m rule)

Disinfectant spray is available in the staffroom cupboard. Please wipe down all surfaces when making tea/coffee or warming up food in the microwave.

Staff counselling / health and wellbeing is available (please see the health and wellbeing board in the staff room). This information is available on the Intranet.

Parents are not allowed into the school. Staff must speak to parents within the safety buffer directly adjacent to the main entrance doors. This is situated outdoors for staff protection.

Government guidelines for education regarding coronavirus will be followed (latest guidelines will be conveyed to all staff via email)

Health and Safety Policy 2020

First Aid Policy 2020

Infection Control 2020

All soap will be liquid and by dispenser only (no bar soap will be allowed)

All cleaning to be carried out to COSHH / Health and Safety Policy / Risk Assessment standards

All body spillages are to be cleaned up immediately following infection control protocol.

Staff must remain vigilant and report any medical issues immediately.

Access to the school premises is severely restricted to dropping off or collecting children / approved visits to the premises.

**Prevention is still the best approach:**

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

#### **REVIEW:**

**14<sup>th</sup> September 2020**

Face coverings while on school premises – visitors have been monitored arriving and leaving the premises. It has been observed that not all visitors are practising social distancing while on the premises. Therefore we have decided to ask all visitors to wear a face covering whilst on the premises. This does not include children. Medically exempt visitors will not be expected to wear a face covering unless they are happy to wear one. This decision will be reviewed on a regular basis taking into account current Government guidelines and the impact on our systems and routines. The safety of our children / staff and visitors is paramount and a mitigating factor in bringing in new protective measures.

#### **REVIEW:**

**16<sup>th</sup> September 2020**

**HANDS / FACE / SPACE**



### **Washing your hands**

While coronavirus is not likely to survive for long periods of time on outdoor surfaces in sunlight, it can live for more than 24 hours in indoor environments ([see endnote 1](#)). Washing your hands with soap and water for at least 20 seconds, or using hand sanitizer, regularly throughout the day will reduce the risk of catching or passing on the virus ([see endnote 2](#)).

### **Covering your face**

Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Larger droplets can land on other people or on surfaces they touch while smaller droplets, called aerosols, can stay in the air indoors for at least 5 minutes, and often much longer if there is no ventilation ([see endnote 3](#)). Face coverings reduce the dispersion of these droplets, meaning if you're carrying the virus you're less likely to spread it when you exhale ([see endnote 4](#)).

### **Making space**

Transmission of the virus is most likely to happen within 2 metres, with risk increasing exponentially at shorter distances ([see endnote 5](#)). While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.

While coronavirus deaths have significantly reduced, the virus is still circulating in communities and impacting people of all ages across the UK. 'Hands. Face. Space' are simple but vital behaviours that have the power to protect the public from both the short and potential long-term impact of coronavirus.

### **REVIEW:**

#### **2<sup>nd</sup> November 2020**

Following a safety check of the children entering the premises through the kitchen area door, we have decided that it would be safer for the children to enter the building through Yellow Brimstone. Deliveries to the kitchen are a major safety issue and Caterlink cannot guarantee deliveries are postponed until after the children are inside of the school. Furthermore some children are running around on the school car park road which is a major safeguarding issue.

### **REVIEW:**

#### **3<sup>rd</sup> November 2020**

All visitors to the school premises MUST wear a face covering. This is now mandatory unless the visitor has an exemption certificate. New signage has been adopted and displayed in prominent places e.g entrances, paths, exits etc

### **REVIEW:**

#### **10<sup>th</sup> November 2020**

A clinically vulnerable person risk assessment was requested and carried out on a member of staff

## **REVIEW:**

**5<sup>th</sup> January 2021**

Following the latest nationwide outbreak of the new variant covid- 19 (50-70% more transmissible) the following implementations to this risk assessment will begin from 5<sup>th</sup> January 2021.

1. Extra cleaning will be implemented to include all touchpoints / door handles etc
2. Temperature checks to all staff/ visitors will be carried out and recorded on a daily basis (prior to starting work). Any person showing a temperature will be isolated, sent home and asked to book a PCR test ASAP.
3. The first aid room will be sanitised after every use (see flow card for cleaning information)
4. Face visors/ facemasks will be worn by all staff/visitors/contractors whilst on the premises. The only exception to this rule is that when eating or drinking the visor/facemask can be removed
5. Facemasks must be changed every 5-6 hours (the filtration/ protection seriously diminishes after 6 hours)
6. Staff must wear both a visor and facemask when talking to parents before or after school
7. Kitchen staff must wear a face covering when entering the school building or during dinner service
8. Revised cleaning instructions for bodily spillages will be distributed to all staff as a flow card
9. All staff must disinfect their face visors on a daily basis (use disinfectant wipes (Clinell) to clean both sides of the visor)
10. Employment Rights Act 1996 – every employee has the right to exercise this under section 44 and section 100. The Rights Act reads as follows and has previously been sent out to all staff by the headteacher and various unions.
11. Drop off and pick up times have been staggered following a meeting by SLT (this is a change from previous staggered times)
12. Full PPE is readily available to ALL staff (masks, gloves, eye protection, aprons etc)
13. All areas ventilation will be increased therefore all staff and children are advised to wear warmer clothes to school

### **Section 44 and Section 100 of the Employment Rights Act 1996**

Under these sections, individual employees have the right not to be subjected to detriment if they refuse to attend/leave work due to their reasonable health and safety concerns. In order to invoke Section 44/100, notification of the decision to rely on this provision should be communicated to me as soon as possible. You will need to explain your concerns in detail and writing by email (preferably by 5pm today). Careful consideration will be given to the issues raised, and where possible, consideration will be given to any steps that could be taken to mitigate the risk. Current template letters from the Unions only relate to concerns being in a class full time with 30 children so careful consideration must be made as to whether your role involves these risks. Based on the information given to me by staff, our school's risk assessment will be revisited to consider any staff absence due to health and safety concerns as staffing levels will be a factor that will need to be considered when determining how the school can continue to operate safely. As in normal times, a reduction in staffing levels could necessitate a partial or full school closure. I would then need to communicate this to parents as quickly as possible.

14. This risk assessment has been reviewed as the Government has decided that we are to go into a national lockdown from midnight 4<sup>th</sup> January 2021. See guidance GOV.UK – National Lockdown – stay at home
15. If any member of staff has any concerns regarding this risk assessment or concerns regarding their personal safety, please speak to the headteacher ASAP.
16. School will remain open to key worker and vulnerable children throughout the lockdown period

17. This risk assessment will remain fluid and will be reevaluated on a regular basis throughout the lockdown by the senior leadership team

#### **Review 19<sup>th</sup> January 2021**

1. Test and Trace scheme will be implemented throughout the staff from Monday 25<sup>th</sup> January 2021. **Full training** will be carried out for staff and documented by the school. Confirmed positive cases will be dealt with under strict government protocol e.g isolation and PCR testing.
2. This scheme is purely voluntary although staff are advised to participate. Consent must be given by all staff and documented. Staff must read the privacy guidance given to them to understand what will happen to their data.
3. The Test and Trace co-ordinators will be Kirsten Cook and Steve Gibbs (both have received Webinar training from the NHS. Staff must contact the co-ordinators with any concerns or questions.
4. Full records will be kept in accordance with Test and Trace instructions.
5. Testing will NOT negate the need to wash hands, wear a mask or socially distance. These measures are as important as ever. **HANDS – FACE - SPACE**
6. Testing kits will be lateral flow and provided by INNOVA. New instructions on usage will be distributed by the co-ordinators.
7. Test kits will be issued, the batch number documented and signed for by the staff. Staff should receive three weeks' worth of kits in each issue (1 box of 7 kits)
8. ALL incidents must be reported e.g. missing items in the test kits, bleeding from mouth or nose following test administration. Full guidance and training will be given prior to staff using the test kits.
9. More information will be distributed to staff when available from Test and Trace

#### **Review 22 January 2021**

This risk assessment must be read in conjunction with the following risk assessment:

## **COVID-19 Lateral flow device testing risk assessment for Townhill Infant School 22/01/2021**

This is a draft copy of a generic Risk Assessment for Covid-19 Lateral Flow Testing in schools during the current Covid-19 pandemic. It is unlikely to cover all scenarios and each school should consider their own unique circumstances.

From the beginning of January, schools will be provided with testing kit including PPE. They will be provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff and students/pupils.

For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools.

**Testing is important because staff could be carrying the virus without knowing it and may spread it to others (Asymptomatic). Testing all staff without symptoms will support schools and nurseries to continue to operate. Testing using antigen Lateral Flow Devices enable the rapid testing of staff from their home, without the need for a laboratory.**

### Review

1<sup>st</sup> March 2021

1. Following Government guidance all schools will re-open to children from March 8<sup>th</sup> 2021
2. The Department for Education has issued the following document which must be read in conjunction with this risk assessment: **Schools Covid-19 Operational Guidance February 2021**
3. Attendance to school will no longer be restricted from March 8<sup>th</sup> 2021
4. Controls implemented will be monitored regularly to check how effective they are with all children back to school
5. As the weather becomes warmer, more classroom windows can be opened to allow more airflow. Increased ventilation at playtimes/lunch by leaving the classroom doors open would be beneficial (this practice has been adopted by the school for some months). Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission
6. Staggered start times and pick up times will continue
7. Clinically vulnerable persons should continue to self-isolate until further notice (these members of staff are risk assessed individually and will receive support at home)
8. Pregnant staff are risk assessed individually using the following information: **guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.**
9. All current procedures will continue in school e.g. social distancing, bubbles, hand washing etc.
10. Outdoor play equipment will remain closed to all children (Castle Play Equipment)
11. Current risk level is now deemed to be **Medium to low**. The R number continues to drop nationally, vaccinations are ongoing and lockdown is being eased by the Government
12. A return to school letter will be sent out to all parents explaining current covid controls and drop off/collection times during the school day. This letter will be sent by the Head teacher.

### Review:

16<sup>th</sup> May 2021

1. This risk assessment has been reviewed following Government guidance on easing lockdown and DoE guidance 17<sup>th</sup> may 2021.
2. No new changes to this risk assessment – all guidance/advice is still relevant. New guidance is due 21st June 2021
3. The only change to this working risk assessment is that Year R and Year 1 will now start at 8.55am and finish at 2.55pm. This should facilitate clearing the site quicker as parents are standing around chatting in groups without socially distancing.

### Review:

2<sup>nd</sup> September 2021

This risk assessment review is following the latest Government guidelines

1. Face masks are no longer required in educational settings. The wearing of face masks is optional although face shields should only be worn when teaching. This is subject to an order from a director of public health. Social distancing measures to end on 19<sup>th</sup> July 2021 as advised by the Government.
2. Year group bubbles will continue to operate
3. The school working day will revert back to normal times e.g start time 9.00am finish time 3.00pm.
4. Covid controls will remain e.g cleaning regime etc
5. Outdoor play equipment is now open to use

6. Ventilation is still key to preventing Covid. Classrooms will remain well ventilated throughout the day.
7. School will operate under the latest Schools Covid-19 Operational Guidance (September 2021)
8. Close contacts in schools will now be identified by NHS Test and Trace
9. Outbreak management plans are subject to review
10. Control measures:

**You should:**

Ensure good hygiene for everyone.

Maintain appropriate cleaning regimes.

Keep occupied spaces well ventilated.

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

11. The school will follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19.

**Review:**

**1<sup>st</sup> November 2021**

**This risk assessment review includes the latest Government guidelines and is being reviewed due to rising infection rates within the school setting**

1. Facemasks must be worn whilst walking around the school, face shields must be worn in classrooms for children to see the staff members face
2. No further changes from the DFE although children can still come to school if a member of their family is Covid positive.
3. Parents evening will go ahead but all parents must wear a mask whilst in the school buildings
4. Ventilation is still key to keeping Covid at bay. Windows should still be left opened to allow a through draft but monitoring of room temperature is also important.
5. Staff will only be able to book a PCR test if contacted by Track and Trace or if they have started to display Covid symptoms. Simply being in close contact with an affected person will not be sufficient for a PCR test (this has been clarified by Track and Trace)
6. Whole school fogging will continue for the foreseeable future.
7. Hand washing / sanitising etc is still paramount in keeping everyone safe

**School leader's comments**

Insert comments relevant to findings as appropriate

This risk assessment along with good practice should reduce the level of risk medium to low. Implementations have been put into place to protect staff, children and visitors to our school.

This situation remains fluid and therefore it is in everyone's interest to remain flexible and cautious in their approach to keeping everyone safe.

If staff have any concerns, please speak to the Head teacher asap.

**Any changes brought in by either The Government, The Hamwic Trust or the head teacher must include a review of this risk assessment.**



Name of school leader	Signature of school leader	Date
B Corbin	<i>B Corbin</i>	1 <sup>st</sup> November 2021

Risk assessment reviews	<p><b><u>This risk assessment will be monitored to make sure that all controls in place are working as expected. It will be reviewed regularly but no later than 12 months from now.</u></b></p> <p><b><u>This risk assessment remains fluid and is open to change</u></b></p> <p><b><u>Current risk rating is.....LOW</u></b></p>
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## REVIEWS:

Review date	Reviewed by (risk assessor)	Reviewer signature	Remarks
14/09/2020	S Gibbs	<i>S Gibbs</i>	<b>FACE COVERINGS:</b> Risk assessment reviewed to increase protection of children / staff & visitors
16/09/2020	S Gibbs	<i>S Gibbs</i>	Hands – face- space
2/11/2020	S Gibbs	<i>S Gibbs</i>	New entrance for Mr Riley's class
3/11/2020	S Gibbs	<i>S Gibbs</i>	Mandatory wearing of face coverings whilst on the premises
10/11/2020	S Gibbs	<i>S Gibbs</i>	Clinically vulnerable person risk assessment carried out
5/01/2021	S Gibbs	<i>S Gibbs</i>	Review following a national lockdown ordered by the Government.

19/01/2021	S Gibbs	<i>S Gibbs</i>	Review following introduction of Government Test and Trace service to Primary Schools
22/01/2021	S Gibbs	<i>S Gibbs</i>	<p>This risk assessment must be read in conjunction with the following risk assessment:</p> <p style="text-align: center;"><u>COVID-19</u> <u>Lateral flow</u> <u>device testing</u> <u>risk</u> <u>assessment</u> <u>for Townhill</u> <u>Infant School</u> <u>22/01/2021</u></p>
1 <sup>st</sup> March 2021	S Gibbs	<i>S Gibbs</i>	This risk assessment has been updated following Government guidance that all schools must re-open on March 8 <sup>th</sup> 2021 and the easing of the current lockdown
16 <sup>th</sup> May 2021	S Gibbs	<i>S Gibbs</i>	This risk assessment has been updated following Government guidance - COVID-19 Response - Spring 2021 (Summary) Roadmap out of lockdown.

2 <sup>nd</sup> September 2021	S Gibbs	<i>S Gibbs</i>	<u>Revision L</u> This risk assessment has been reviewed and updated following the latest Government guidance on Covid-19. It replaces past guidance with new operational guidance starting September 2021
1 <sup>st</sup> November 2021	S Gibbs	<i>S Gibbs</i>	<u>Revision M</u> This risk assessment has been reviewed and updated following rising infection rates within the school

## 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 reasonable 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 reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.