


Academy Name – COVID-19 Primary School Risk Assessment – Autumn Term 2021.

Activity being assessed:	School Re-opening in accordance with the latest government guidance.	Location(s) affected:	Firs Primary School, Raven Street, Derby, DE22 3WA	
Person(s) completing assessment:	Mrs R Blurton	Date original assessment completed:	1 st September 2021	
Date of review:	30 th November 2021- as a result of changes to guidance relating to face coverings. (See vulnerable staff section which incorporates visitors and staff around school.)	Review completed by:	R Blurton – shared with HT and minuted in HT report to Governors at the meeting held 1 st December 202.	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document by all staff. All whole school risk assessments are shared with all staff across the school and there is a 2 day consultation period where staff are able to read and question to show that they have understood the procedures across school, and to ensure that these control measures are applied consistently across school to mitigate risk. This information will be shared with parents through the school website. A text message will go out to parents to inform them where to find the document.

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Transmission of COVID 19 on school site.	Pupils, staff, visitors, and the public becoming	Staff, pupils, or visitors who have tested positive for COVID-19 via an LFD test, will need a confirmatory PCR within 2 days.	Remind staff and parents of the procedures in place to isolate pupils that appear	SLT	Ongoing through emails and

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	infected with COVID-19:	<p>Where the PCR is positive, persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms. If a staff member or pupil has a positive COVID-19 test (PCR), NHS test and trace will work with the positive case to identify close contacts.</p> <p>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as the individual does not have COVID 19 symptoms.</p> <p>Government self-isolation guidance</p>	<p>symptomatic on site until collected.</p> <p>Communicate information regarding how to obtain a COVID-19 test.</p> <p>Remind staff and parents of the procedures for those displaying symptoms.</p>	<p>SLT and Office Angels</p> <p>As above at the start of term.</p>	<p>in weekly briefing.</p>
Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable see government list are likely to experience worse symptoms and additional	<p>Staff are aware of which staff and pupils are considered to be clinically extremely vulnerable (CEV). Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.</p> <p>An individual risk assessment has been undertaken for a member of staff who is in the latter stages of her pregnancy and in discussion with HT/DHT control measures</p>	<p>Consider new staff and pupils who have joined the staff for Autumn 21 intake. Staff to be reminded of this during the training. SBM and Office staff will inform SENCO of any new children and staff who would come under the CEV category.</p> <p>Individual risk assessments</p>	<p>SLT</p> <p>RB</p>	<p>Start of the term. Autumn 1</p> <p>Ongoing.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	health issues if contract COVID-19	<i>have been put in place to mitigate risk. This document has been shared with the relevant staff in school.</i>	are reviewed and updated in line with changes to legislation and circumstance.		
<i>Ineffective personal hygiene measures</i>	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p><i>Frequent and thorough hand cleaning is embedded practice across the school. The school continues to have a cleaning on site throughout the school day. They have an area rota to work through and must sign and date the sheet to show that the work has been undertaken.</i></p> <p><i>Staff and pupils continue to be encouraged to follow the Catch it, Bin it, kill it approach. Posters are displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Hand sanitiser and cleaning products are available in all classrooms and public areas across the school. Where pupils are to use hand sanitiser this is to be done under adult supervision. The adults will continue to apply sanitiser when children enter and leave the classroom and the dining areas.</i></p>	<p>Review school specific procedures for hygiene measures.</p> <p>(Suggest NHS video for handwashing) <u>NHS video</u></p> <p>Reminders will go on the whole-school memo. Staff know that they need to come to the main office when products need to be replenished.</p>	<p>HT/DHT/SM</p> <p>HT Memo-</p> <p>HT- Briefing Staff to action</p>	<p>31/08/2021</p> <p>On return to school</p> <p>Ongoing reminders when necessary.</p>
<i>Possible contamination in school environment.</i>	Pupils, staff, visitors, and the public becoming	<p><i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</i></p> <p><i>Ventilation is to be maintained. Natural ventilation (fresh air) by opening windows</i></p>	Where staff share desks, a cleaning regime must be continued to sanitise desks between "shifts". This is in	HT- Briefing Staff to action	Ongoing reminders when necessary

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	infected with COVID-19:	<p>and whilst the children remain in the classroom, the fire doors will be opened. These must be closed when there isn't anyone in the room. During occupied times, windows should be opened enough to provide background ventilation.</p> <p>Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>Cleaning regimes are clearly documented to reflect times of day cleaning is taking place and who is responsible for the task. There is a designated cleaner on site throughout the day. This is embedded within the school as good hygiene practice.</p>	<p>line with government guidance and in line with existing practice throughout the pandemic.</p> <p>Reminders that If fire doors are to be kept open, this will only be done when the room is occupied and the last person in that area will be responsible for closing them when leaving the area. SM will check the cleaning records to ensure that the assigned areas are being completed and that records of this are signed and dated.</p>		
Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection.	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>When providing first aid to persons in isolation will be wearing appropriate PPE. A designated area in the Orchard is assigned for pupils to wait for collection.</p> <p>If they use the toilet while they are waiting for collection, both the toilet and the waiting area are cleaned immediately after use.</p>	SLT state that staff should wear face coverings for the first aider alongside the suggested PPE of aprons and gloves.	SLT	09/21
Possible contamination from	Pupils, staff, visitors, and	Symptomatic person should not be on site – see first section.	Communicate information regarding how to obtain a	Office staff	Ongoing when

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>a symptomatic person on site</i>	<i>the public becoming infected with COVID-19:</i>	<i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. (In the Orchard) Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member. Disposable gloves, and apron will be worn for the duration of the supervision. Parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove and dispose of all PPE and will wash hands. Before returning to their duty.</i>	<i>COVID-19 test.</i>		<i>needed.</i>
<i>Insufficient or inappropriate PPE available or misuse of PPE</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Disposable gloves, aprons and visors, or masks are available for use as identified required. Staff will inform the office staff who will keep a check on stock and replenish when necessary.</i>	<i>Staff to inform the office staff if the stock needs to replenished.</i>	<i>staff</i>	<i>Ongoing when stock is low.</i>
<i>Ineffective management of potentially contaminated waste</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be placed in a yellow bag labelled clinical waste for incineration. These required a date to be put on the bag. These are put in a separate</i>	<i>Monitor and amend procedures based on any changes to the current guidance.</i>	<i>SM will converse with HT and RB.</i>	<i>When the guidance changes.</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>bin for collection.; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i>			
<i>Use of third-party facilities</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Overseas visits will not take place.</i>	<i>No- This is not applicable.</i>		
<i>Vulnerable staff or pupils contracting COVID-19 from being in school Start and end of the day arrangements</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<p><i>Key staff supervise the gates at the start and end of the school day. Parents drop their children at the gate at 8:45 where they will go straight into school ready for registration.</i></p> <p><i>At the end of the day key staff will return to the gates. Children will be brought out onto the playground waiting behind the assigned barrier for their parents. The school encourages 1 parent per family to pick up where possible to reduce congestion and to limit interactions in school.</i></p> <p><i>Breakfast Club operates from 8:20-8:40. Children enter through the fire door on Percy Street. Parents drop the children at the door and a register is taken on arrival.</i></p> <p><i>In line with the announcement made for 30th November 2021, the school will now reintroduce the wearing of face coverings for</i></p>	<p><i>Staff to ensure the gates are open and supervised at the correct times.</i></p> <p><i>Monitor the guidance for wrap around care and amend practice accordingly.</i></p> <p><i>Text message to parents.</i></p> <p><i>Signage to go back up in</i></p>	<p><i>SLT SM LT CM MP</i></p> <p><i>RB/SM/HT/ LT</i></p> <p><i>Office Angels. SM</i></p>	<p><i>Daily</i></p> <p><i>Ongoing</i></p> <p><i>30/11/2021</i></p> <p><i>30/11/2021</i></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		staff and visitors in communal areas of the school. A text message will be sent out to parents and signage will return in the school to inform school visitors.	school to inform staff and visitors when they are in communal areas. Staff informed at the briefing 1/12/2021. Shared with Governors at meeting 1/12/2021	HT HT in report	1/12/2021 1/12/2021
Transmission of COVID 19 on the school site(Omicron variant of COVID-19)	Pupils, staff, visitors, and the public becoming infected with COVID-19	All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly by NHS Test and Trace and will be required to self-isolate immediately and asked to book a PCR test. They will be informed by the local Health Protection Team or NHS Test and Trace if they fall into this category and provided details about self-isolation.	Communicate information on Omicron variant of COVID-19 as per DFE guidance.	HT	When required.
Vulnerable staff or pupils contracting COVID-19 from being in school Visitors in school.	Pupils, staff, visitors, and the public becoming infected with COVID-19	Visitors to school will all complete a disclaimer form on entering the school. They will have received the most recent copy of the school risk assessment prior to their visit and if this is an external agency and not a parent, the school will have received an assessment from their establishment.	Maintain up to date assessments in line with the latest guidance. Update any disclaimer documentation in line with the most recent guidance.	RB	When guidance changes.
Vulnerable staff or pupils contracting COVID-19 from being in school	Pupils, staff, visitors, and the public becoming	The school will continue to operate a one-way system in school. Signs around the school and reminders from staff will show the children the way to enter and exit the	Staff to remind the children of the one-way systems in operation at school.	SLT SM LT CM	Daily

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Congestion in school</i>	infected with COVID-19	<p><i>building as well as which way to move around each department. (Infant and Junior buildings)</i></p> <p><i>Parents will only come into the playground at the end of the school day. The gates will open at 3:30 and close at 3:45 to ensure that the parents enter and leave the playground as quickly and safely as possible.</i></p> <p><i>Parents will drop the children at the gates in the morning to limit interactions and avoid congestion allowing for a smooth ordered start to the school day.</i></p> <p><i>The school follow the current government guidance relating to face coverings and will inform parents if guidance changes.</i></p>	<p><i>Staff to ensure that the gates are manned and opened at the correct times to allow fluent start and end to the day.</i></p> <p><i>Inform parents via Dojo and Text to Parents if government guidance changes.</i></p>	<p><i>MP</i></p> <p><i>All staff to remind about the one-way systems.</i></p> <p><i>Office Staff/ SM/RB/HT</i></p>	<p><i>Ongoing</i></p> <p><i>ongoing</i></p>
<i>Possible contamination from a symptomatic person at home.</i>	Pupils, staff, visitors, and the public becoming infected with COVID-19	<p><i>The school advocates that individuals will isolate at home until they have had the results from a PCR test. Best practice would be to undertake an LFT daily until the results of the PCR arrive.</i></p> <p><i>If the PCR test comes back negative, then the individual is safe to come back to school.</i></p> <p><i>If the test is positive, the individual will stay at home until the period of isolation is ended.</i></p>	<p><i>Remind staff of the procedures the school, has undertaken to prevent the spread of the virus regarding positive test results.</i></p> <p><i>Staff to communicate home situations relating to COVID cases.</i></p>	<p><i>SLT</i></p> <p><i>All staff if effected.</i></p>	<p><i>When this occurs.</i></p> <p><i>As above</i></p>
<i>Possible contamination and the need to isolate</i>	Pupils, staff, visitors, and the public	<p><i>Staff are aware of cases for the school office.</i></p> <p><i>Teachers will contact pupils on Dojo asking them if they would like sent home.</i></p>	<p><i>Staff to be aware of the expectation of them in preparing home learning.</i></p>	<p><i>All staff</i></p>	<p><i>When a case occurs</i></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>at home and undertake Remote Learning.</i>	<i>becoming infected with COVID-19</i>	<i>Teachers will prepare and send work to pupils if they are isolating or test positive for COVID. Remember they could be asymptomatic and have a positive result. Staff will have regular communication with the pupils and parents via Dojo.</i>			
<i>Possible contamination from a symptomatic person on site</i> <i>Singing in school</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>In line with the current government guidance and ensuring that there is a good ventilation flow of fresh air in the classroom- the school will re-introduce singing to the curriculum. The subject lead and senior leaders will continue to review the guidance and make changes if needed.</i> <i>The current scheme of music that the school has adopted has a non -singing version of the curriculum, so should circumstances change the school can revert back to the version used during lockdowns.</i>	<i>Keep abreast of all current guidance.</i>	<i>SLT and CM as subject lead.</i>	<i>When required.</i>
Signature of Senior Leadership Team:			Date:		
Date review required:		Date review required:	Date review required:		Date review required:

<i>Consultation method (Mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>

