



2021/2022 Academic Year



Risk Assessment Area: COVID-19 School Return
Date Completed: 16.09.2021/13.01.2022
Date to be Reviewed: 06.05.2022
Completed/Reviewed By: Mrs S Lacey (Headteacher)

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By Who/When
Contact with Coronavirus when getting to and from the school	Children Staff Parents/ Carers/ Visitors	<p><u>Public Transport</u></p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p><u>School Drops Offs</u></p> <ul style="list-style-type: none"> • To limit the number of parents/carers gathering around the school site: <ul style="list-style-type: none"> ○ Ashmore Park Nursery - Two Key Worker groups to come into nursery via the gate into the front outdoor area and two Key Worker groups to come into the nursery via the gate, into the back outdoor area. ○ Phoenix Nursery – all children enter via the school’s main entrance. • Staff greet the children and hand gel is used on entering the school site. • Ashmore Park Nursery Only – Gate(s) padlocked by designated member(s) of staff. • Parent/Carer to receive communications regarding expectations for Safe ‘arrival’ to school. • Parent/Carer to hand child/ren over on site but not come into the building. 	Low Risk – 6		<ul style="list-style-type: none"> • Staff and Parent/Carer • Staff and Parent/Carer are responsible for social distancing whenever possible

<p>Contact with Coronavirus when getting to and from the school</p> <p>Continued:</p>	<p>Children</p> <p>Staff</p> <p>Parents/ Carers/ Visitors</p>	<ul style="list-style-type: none"> • Children do not bring toys or other items from home to the school unless this is essential. • Any essential item is placed in a container by the child on entrance to nursery and retrieved from the container by the child at the end of the session. • Children to wash hands on entry to school. • Any late arrivals will enter school through the main reception area, hand gel will be used and the child will be taken to the appropriate learning space. <p><u>Car Sharing</u></p> <p>Car sharing should be avoided if possible, however, if it is not possible the travel arrangements will be discussed with the appropriate staff member(s) to ensure they take the following precautions:</p> <ul style="list-style-type: none"> • Travel with windows open • Wear face coverings for the entire journey • The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members. 			<ul style="list-style-type: none"> • Staff
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<p>Spread of Covid-19 through person to person contact</p>	<p>Staff Children Cleaners Contractors Visitors to the School premises Vulnerable groups – Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with any other person in relation to the school's operations</p>	<p><u>Limiting contact with someone potentially suffering from Coronavirus</u></p> <ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under <u>current government guidance</u>. Regular reminders will be given about this. • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of Coronavirus (COVID-19). • If children or staff have travelled abroad, they will be asked to follow the <u>current government guidance</u>. • Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <u>testing</u> and engage with the NHS Test and Trace process. <p><u>Barriers/Screens</u></p> <ul style="list-style-type: none"> • Screens are in place to be used by reception staff when dealing with parents/visitors/contractors etc., however, once opened a minimum of a two meter distance will be observed. • Parents/Carers advised that the majority of conversations with staff will either be over the phone, through the Microsoft Team's App or by email. If this is not possible, a meeting will be arranged and social distancing rules observed. • Face masks to be worn by all visitors in school. 	<p style="text-align: center;">Low Risk - 6</p>	<ul style="list-style-type: none"> • If we have a child with complex needs who spits uncontrollably or uses saliva as a sensory stimulant, staff will wear a face shield i.e. a Perspex visor. 	<ul style="list-style-type: none"> • SLT • Staff and Parents • SLT • Senior Administrator • Parents/Carers • Visitors
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<p>Spread of Covid-19 through person to person contact</p> <p>Continued:</p>	<p>Staff</p> <p>Children</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to the School premises</p> <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with any other person in relation to the school's operations</p>	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Posters to be displayed at all handwashing stations reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Stringent hand washing taking place (in accordance with this guidance). • Children are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Educators to teach children hand washing techniques. • Children to wash hands before eating their snack and will gel their hands afterwards. • Children to wash hands before and after eating dinner. • Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities are not readily available. • Employees and children are reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it', to wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues are available for each Key Worker group and are available throughout school. Staff are to ensure adequate stock levels in each area/office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Children are not allowed to share cutlery, cups or food. • Parents are informed of hygiene expectations and are advised that it is discussed with their children. 			<ul style="list-style-type: none"> • SLT • Senior Administrator • Staff • DSO – Cleaner(s)
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<p>Spread of Covid-19 through person to person contact</p> <p>Continued:</p>	<p>Staff</p> <p>Children</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to the School premises</p> <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with any other person in relation to the school's operations</p>	<ul style="list-style-type: none"> Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. <p><u>Ventilation</u></p> <ul style="list-style-type: none"> Areas, particularly occupied spaces, are kept well ventilated using natural ventilation where possible. CO² Monitors in place throughout school to monitor the air quality. <p><u>Social Distancing</u></p> <p>Staff should continue to distance (2 metres) from other members of staff wherever possible particularly in staff rest areas, kitchens, classrooms and shared resource rooms.</p> <p><u>Dealing with a suspected case (staff and/or children)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible Coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of Coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. In the case of a child who needs to be supervised before being picked up, a window will be opened in the room to allow for fresh air ventilation and staff will wear a fluid-resistant surgical mask only if a distance of 2 meters cannot be maintained. If contact is necessary, supervising staff will also 		<p><u>Personal Protective Equipment (PPE)</u></p> <p>PPE required if:</p> <ul style="list-style-type: none"> a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, 	<ul style="list-style-type: none"> SLT Senior Administrator Staff Site Manager <ul style="list-style-type: none"> SLT Staff <ul style="list-style-type: none"> SLT Staff
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<p>Spread of Covid-19 through person to person contact</p> <p>Continued:</p>	<p>Staff</p> <p>Children</p> <p>Cleaners</p> <p>Contractors (See above)</p>	<p>wear disposable gloves and a disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <ul style="list-style-type: none"> • If unwell children and/or staff are waiting to go home, they will be instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and children who need to go home will be appropriately cleaned once vacated and PPE will be disposed of properly, following <u>decontamination guidance</u>. • If a member of staff becomes symptomatic the Headteacher will maintain regular remote contact with them during their period of isolation. <p><u>Controlling other users of building (Visitors/Contractors)</u></p> <ul style="list-style-type: none"> • The school will inform all visitors/contractors of the Coronavirus Health and Safety measures in place on their arrival to the school. • Compulsory handwashing/use of gel will be requested before entering school. • Face masks to be worn by all visitors in school. <p><u>Indoor and outdoor performances</u></p> <p>We will consult guidance on <u>performing arts</u> when planning indoor and outdoor performances.</p>		<p>spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).</p> <ul style="list-style-type: none"> • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 	<ul style="list-style-type: none"> • SLT • Senior Administrator • Site Manager
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Staff</p> <p>Children</p> <p>Parents/Carers</p> <p>Others</p>	<p>Where possible, meetings will be in a large room with sufficient ventilation and enough space to allow for social distancing or conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and Governors.</p>	<p>Low Risk - 6</p>		<ul style="list-style-type: none"> • SLT • Senior Administrator

<p>Spreading infection through contact with Coronavirus on surfaces</p>	<p>Staff Children Parents/ Carers Others</p>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaners carry out regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. • Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as Key Worker group(s) desks and tables, door and window handles, door panels, light switches, reception area, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods. • Items that need laundering e.g. cushion covers will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. • Rigorous checks to be carried out by the Senior Leadership Team to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • As soon as we are notified that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School minimises activities which involve the passing of items around a group 	<p>Low Risk - 6</p>	<ul style="list-style-type: none"> • SLT • Senior Administrator • DSO – Cleaner(s)
<p>Spreading infection through contact</p>	<p>Staff Children</p>	<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School minimises activities which involve the passing of items around a group 		<ul style="list-style-type: none"> • SLT • Senior Administrator • DSO – Cleaner(s)

<p>with Coronavirus on surfaces</p> <p>Continued:</p>	<p>Parents/ Carers</p> <p>Others</p>	<ul style="list-style-type: none"> • School will cease hand shaking of visitors. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. • Alternative break out space available in the training room to allow staff to adhere to social distancing guidelines at lunchtime. • Staff to remain vigilant at all times in the staff room/training room, moving away from drink making facilities, fridge etc. to allow other adults to access the area and maintain distancing guidelines. • Staff to make their own drinks, wash, and dry their own cups whenever possible. A designated member of staff will make the drink for staff mid-morning, using staff individual cups and following appropriate hygiene guidelines. • Cleaning materials available in the staff room/training room for cleaning of frequently touched surfaces. <p><u>Shared resources</u></p> <ul style="list-style-type: none"> • Frequently used equipment e.g. pens, pencils and paintbrushes will not be shared between morning and afternoon groups. • Ashmore Park Nursery - Library books will be quarantined for 72 hours before being re-allocated. • Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. • Control measures are in place which mitigates against the risk of spreading the virus when multiple children use the fixed outdoor play equipment e.g. the equipment is open to the elements; all children wash their hands and/or 			<ul style="list-style-type: none"> • SLT • Staff
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		utilise anti-bac hand gel throughout their session(s).			
Coronavirus outbreak	Staff Children Parents/ Carers Others	The Federation has an Outbreak Management Plan in place. Both schools will work with the local health protection team to decide if additional action is required.	Low Risk - 6		<ul style="list-style-type: none"> • SLT • Senior Administrator
Individuals vulnerable to serious infection coming into school	Staff Children Parents/ Carers Others	<p><u>CEV</u></p> <p>All staff and children, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. The Headteacher will talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p><u>Pregnant Workers</u></p> <p>An individual risk assessment is in place detailing all preventative measures for pregnant workers.</p>	Low Risk - 6		<ul style="list-style-type: none"> • SLT • Staff • Parents/Carers
Spreading infection due to the school environment	Staff Children Parents/ Carers Others	<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with potentially limited staff and changes to how the school space is potentially being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal.</p>	Low Risk - 6		<ul style="list-style-type: none"> • SLT • Staff • Site Manager • DSO – Cleaner(s)
Spreading infection due to the school environment	Staff Children Parents/ Carers	<p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows 	Low Risk - 6		

Continued:	Others	<ul style="list-style-type: none"> • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts. • Providing flexibility to allow additional, suitable indoor clothing. • Increasing the level of ventilation while spaces are unoccupied (e.g. during the session when groups are outdoors and at lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied. Practices in school include opening windows, in Educator spaces, to improve ventilation for a minimum of 10 minutes each hour. • Rearranging furniture where possible to avoid direct drafts. <p>Outdoor space(s) will be where possible.</p>			
Spreading infection on educational day visits and residential visits		A separate risk assessment for each educational visit will be carried out to determine whether it can be undertaken safely and a copy will be uploaded onto Evolve as part of the trip planning process.	Low Risk - 6		<ul style="list-style-type: none"> • SLT • EVC

Role	Name	Position	Signature	Date	Review Date
Risk Assessor	Susan Lacey	Headteacher		13.01.22	06.05.22
Line Manager	Cllr P Bateman	Chair of Governors		13.01.22	06.05.22