



*During this evolving situation please monitor and follow government guidance given in the links provided at the end of this document. The risk assessment should be reviewed weekly throughout the pandemic.*

Establishment: Soho Parish CE Primary School	Assessment by: Louise Ritchie	Date: 1/9/21
Risk assessment number/ref: <b>RA-004</b>	Headteacher Approval: Louise Ritchie Chair of Governors Approval: Lyn Meadows	Date: 1/9/21 Date: 6/9/21
All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Yes		

Risk Rating										
Severity	Likelihood	Risk Rating (SxL)								
1 = no injury or illness 2 = first aid injury/illness 3 = minor injury/illness – up to 3 days away 4 = 3(+) days injury/illness 5 = major injury/illness	1 = very remote 2 = improbable 3 = possible 4 = probable 5 = likely 6 = certainty	<table border="1"> <tr> <td>1 - 3</td> <td>Low risk</td> </tr> <tr> <td>4 - 6</td> <td>Moderate risk</td> </tr> <tr> <td>8 - 12</td> <td>High risk</td> </tr> <tr> <td>15 - 25</td> <td>Very High risk</td> </tr> </table>	1 - 3	Low risk	4 - 6	Moderate risk	8 - 12	High risk	15 - 25	Very High risk
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8 - 12	High risk									
15 - 25	Very High risk									

What are the hazards?	Who might be harmed and how?	Current rating	Actions to take (suggested)	What further action is necessary?	Revised rating
<b>1. INSUFFICIENT NUMBER OF STAFF FOR NUMBER OF PUPILS ATTENDING/ SAFETY MEASURES TO BE ADHERED TO</b>	Pupil safety could be compromised. Off-site visit not possible.	4x3=12	Staff may be redeployed between classes, although we will aim to maintain consistent staff in each phase team. Supply teachers will be used.  In cases of significant staff absence, it may be necessary to close a class and provide home learning (education off site) organized for pupils when not on the premises. If home learning is required for pupils who cannot attend due to isolation, this will be provided (see remote learning policy).  At least two staff assigned to each class (one teacher / one TA). Cover allocated for any part time TAs where possible. EHC pupils to be supported by the assigned class TA. There are no more than two EHCs in any class at present.  LFT tests provided to all staff and staff are asked to test twice weekly.	School decisions on blended learning to be made in event of insufficient available teachers or staff to supervise the groups.	4x1=4
<b>2. Transmission of Coronavirus /</b>	Staff,	4x3=12	Prevention:		4 x 2=8



<p><b>spread of COVID-19 (GENERAL)</b></p>	<p>Students / pupils / wider contacts</p>	<p>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</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) enhanced cleaning by teaching staff during the day, adequate supply of cleaning products and other necessary equipment maintained on each class.</p> <p>5) minimise contact between individuals and maintain social distancing between adults</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7) Masks may be worn in the common areas by adults.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p><b>Actions:</b></p> <p>Those who are <a href="#">clinically vulnerable</a>, <a href="#">clinically extremely vulnerable/shielded</a> or have household members who are shielded, will discuss with the Head teacher prior to them entering the school. An individual risk assessment will be completed.</p> <ul style="list-style-type: none"> <li>• ‘Clinically vulnerable’ children and staff should follow the advice of their doctor.</li> <li>• Those with a ‘clinically vulnerable’ household member can attend.</li> <li>• Those who are ‘clinically extremely vulnerable’/shielded will have an occupational health report, recommendations to be followed.</li> <li>• Those who live within someone ‘clinically extremely vulnerable’/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply.</li> </ul> <p>Explore barriers to attendance with parents/ carers where there are concerns. Legal sanctions for non-attendance reinstated from 8<sup>th</sup> March 2021. School to make referrals to Early Help through established procedures where absence is a concern.</p> <p>Children under 18 and adults who are double vaccinated do not need to self-isolate if a member of their household tests positive, but they can still pass on the infection, so good hygiene is essential.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they have covid symptoms.</p>	
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			<p>Ensure visiting staff are aware of, and adhere to, distancing and hygiene measure and minimise contact to only pupils who need to be taught.</p> <p>Visitors necessary to pupils' learning may attend site. Carry out individual risk assessments for all visiting professionals, including trainee teachers, and ensure these are shared with the visitor.</p> <p>Due to the small, cramped nature of the school building, large groups of parents or visitors will not be allowed on site in the first term. For smaller groups, e.g. Governors' committees, risk assessments will be completed in advance of the visit.</p> <p>Wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school if a distance of 2 metres cannot be maintained.</p> <p>Wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</p>		
<p><b>3. Transmission of Coronavirus / spread of COVID-19 through person-to-person contact/coughing etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>4 x 3 = 12</p>	<p>Adults should maintain 1-2 metre distance from each other, and from children not in their phase if possible. Please note this is not a DFE requirement, but it is in use due to the small nature of our building.</p> <p>Staff working should avoid close face to face contact with pupils and minimise time spent within 1 metre of anyone.</p> <p>For pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. CEV staff may be asked not to take part in these close duties or to wear full PPE including face shield, when doing so, if unavoidable. CV staff may request a risk assessment if required to carry out these duties. Any staff carrying out these duties may wear PPE, which is available in the medical room.</p> <p>Desks can be arranged as best suits learning, with benefits of forward facing desks for covid safety balanced alongside pupils' learning needs. If possible, avoid sitting pupils on floor.</p> <p>Rooms to be kept as well ventilated as possible through opening windows. Air purifiers, which filter pollution and viral particles, are in all classrooms and should be kept on during the day. CO2 monitors will be provided by the government.</p> <p>Resources should not be shared unnecessarily either in class or between classes.</p> <p>Teachers may mark books according to marking policy, but should wash hands before and after.</p>	<p>Any setting that cannot achieve these groups at any point should discuss options with their local authority or trust.</p>	<p>4 x 2 = 8</p>



		<p>Handwashing will be scheduled for all pupils and staff to ensure this occurs on arrival, before departure, and before/after every break. Hands should also be washed after going to the toilet, as usual.</p> <p>In the first term, the two classes in each phase may mix. Assemblies will still take place remotely unless a specific risk assessment has been conducted. This is with a view to gradually returning to in-person KS assemblies by Christmas.</p> <p>Small group or 1-1 teaching, such as SALT / OT / EP, may take place. Delivery will be in line with social distancing guidelines and risk assessments for each professional.</p> <p>Lettings may take place, but only in line with government restrictions limiting numbers in the building and with enhanced cleaning. Where possible spaces used by staff and pupils, which cannot easily be cleaned (e.g. classrooms with books on desks) will not be let.</p> <p>After school and breakfast clubs will take place, containing fixed number of pupils (up to 15) which do not change throughout the term.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms where possible. If a room is too small to permit this, an alternative location should be sought.</p> <p>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Google Meet etc.)</p> <p>Provide suitable and sufficient rubbish bins with lids in all areas with regular removal and disposal.</p> <p>Restrict the number of people using toilet facilities at any one time. Each phase will use a different toilet (5/6 basement by Paul's office, 3/4 boys/girls toilets in basement, 2 green corridor toilet, 1 toilets in classroom).</p> <p>Outdoor equipment may be used. Bike handles wiped down between play. Small equipment should be phase specific.</p> <p>Keep doors open, where possible, and clean door handles regularly throughout the day.</p> <p>Cover up water fountains and follow the Legionella management programme weekly. Encourage pupils to bring in their own water, in a named bottle. Organise times throughout the day when one person can turn on a drinking water tap for pupils to refill their bottles.</p>	
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<p><b>4. Transmission of Coronavirus / spread of COVID-19 from access to &amp; egress from site</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>4 x 3 = 12</p>	<p>Different entrances will ease congestion and contact at all times. Changes and allocated times communicated with parents via letter.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Staff supervise entry and collection, encouraging parents to be prompt and minimise interaction.</p> <p>Communicate expectations to parents.</p> <p><b>Visitors</b> Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing</p> <p><b>Staff</b> On arrival all staff are required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>		<p>4 x 1 = 4</p>
<p><b>5. Indirect transmission of Coronavirus / spread of COVID-19 through surface contamination and ineffective personal hygiene practices</b></p>		<p>4 x 3 = 12</p>	<p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering monitored by PY (caretaker).</p> <p>Ensure soap and paper hand towels are regularly topped up at all washing stations.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</p> <p>Daily cleaning of hand washing facilities.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in every classroom.</p>		<p>4 x 2 = 8</p>



			<p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>		
<p><b>6. Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and hygiene practices</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>4 x 3 = 12</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask/visor if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p>		<p>4 x 1 = 4</p>



			<p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p>		
<p><b>7. Transmission of Coronavirus / spread of COVID-19 from contact points and equipment use; printers, workstations, apparatus, machinery etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>4 x 3 = 12</p>	<p>Parents to ensure children have their own, named, water bottles in school.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks, key pad on front door and office door).</p> <p>Classroom-based resources, such as books and games, can be used and shared within the group and cleaned regularly, along with all frequently touched surfaces. This will be built into end of lesson activity routines.</p> <p>Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and if possible, quarantined.</p> <p>Outdoor playground equipment, including inside and outside resources used by wraparound care providers, should be more frequently cleaned.</p> <p>Limit the amount of equipment pupils bring into school each day to essentials such as bags, outdoor clothes and mobile phones (children who walk home alone only – to be placed in box and locked up by teacher in morning).</p>		<p>4 x 1 = 4</p>
<p><b>8. Transmission of Coronavirus / spread of COVID-19 due to failure to adhere to rules within school</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>4 x 2 = 8</p>	<p>Review behaviour policies to ensure they are in line with updated <a href="#">DfE</a> guidance.</p> <p>Communicate the new rules to staff, students and parents.</p> <p>Reinforce the new rules through daily teacher reminders.</p> <p>Display the new rules prominently through the school and at the gate.</p>		<p>4 x 1 = 4</p>
<p><b>9. Transmission of Coronavirus / spread of COVID-19 during lunchtimes</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p>4 x 3 = 12</p>	<p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Food operators continue to follow Food Standard Agency’s (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Lunch will be eaten in dining hall in phase pairs. Kitchen staff and midday supervisors to ensure thorough cleaning between groups.</p> <p>Handwashing will always take place prior to eating food and after.</p>		<p>4 x 1 = 4</p>



			<p>All rubbish and waste should be put straight in the bin by the child and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each lunchtime, including chairs, tables, door handles.</p> <p>All cutlery and crockery to be cleaned by industrial dishwasher, removed by an individual wearing PPE (mask, gloves) and added to a clean box for designated class the next day.</p>		
<b>10. Transmission of Coronavirus / spread of COVID-19 due to travel off site</b>	Staff, Students / pupils / wider contacts	4 x 3 = 12	<p>Ensure protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination, when taking pupils on non-overnight domestic educational visits.</p> <p>Thorough risk assessments will be carried out before all educational visits and use of outdoor spaces in the local area to support delivery of the curriculum. These will include covid safe sections and be signed off by a member of SLT as usual practice.</p> <p>Consult the health and safety guidance on educational visits (<a href="https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educationalvisits/health-and-safety-on-educational-visits</a>) when considering visits.</p> <p>Implement social distancing where possible (2m clearance from persons).</p> <p>Public transport will not be used for first half term at least, pending review.</p>		4 x 1 = 4
<b>11. Transmission of Coronavirus / spread of COVID-19 from contractors</b>	Contractors, Staff, Students / pupils / wider contacts	4 x 3 = 12	<p>Contractors will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Any contractors who have coronavirus (COVID-19) symptoms are not to be on site.</p> <p>Staff and contractors are to maintain social distancing on site between themselves and others.</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p>		4 x 1 = 4
<b>12. Transmission of Coronavirus / spread of COVID-19 due to lack of</b>	Staff, Students / pupils / wider contacts	4 x 3 = 12	<p>Posters will be displayed in the reception and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>		4 x 2 = 8



awareness of PHE / school controls			Ensure good, clear and regular communications with parents/carers and wider school community...their support is valued and needed		
<b>13. Transmission of Coronavirus / spread of COVID-19 via provision of first aid</b>	Staff, Students / pupils / wider contacts	4 x 3 = 12	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>The first aid room is small, so it may be necessary to relocate to the music room or administer aid where the incident occurred. First aider to take decision.</p> <p>Children requiring medication should take this in classrooms, under the supervision of staff who have agreed to administer / oversee this.</p> <p>Ensure the space is cleaned thoroughly after each use.</p>	Medication forms for staff in bubbles to sign if they agree to administer.	4 x 2 = 8
<b>14. Transmission of Coronavirus / spread of COVID-19 via provision of personal care</b>	Staff, Students / pupils / wider contacts	4 x 4 = 16	<p>Establish procurement route, stock monitoring and ordering system.</p> <p>Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</p> <p>PPE is required if a child or staff member falls ill or requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>• Disposable mask and face shield worn by supervising adult if 2m distance cannot be maintained</li> <li>• Disposable gloves, disposable apron, disposable mask and face shield worn if contact is necessary</li> <li>• Face shield must be worn if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> <p>Staff training in donning and doffing PPE. Ensure adequate supply.</p>		4 x 1 = 4
<b>15. Transmission of Coronavirus / spread of COVID-19 through emergency procedures (Fire)</b>	Staff, Students / pupils / wider contacts	4 x 3 = 12	Where there are evacuations or lock down procedure is initiated, either planned drills or emergency, social distancing need not be maintained. Social distancing can be maintained once everyone is out of the building, and out of danger, safely.		4 x 2 = 8



alarm activations etc)			Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.		
<b>16. Transmission of Coronavirus / spread of COVID-19 from deliveries &amp; waste collection</b>	Staff, Students / pupils / wider contacts	4 x 3 = 12	Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		4 x 1 = 4
<b>17. Unsafe premises (general)</b>	Staff, Students / pupils	4 x 3 = 12	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.  Ensure all key services are operational  Flush all water outlets through in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised (those protected stairwells, cross corridor, on single directional routes etc.). These should not be wedged open as all classrooms have adequate ventilation.  Basement may be used again. Mechanical ventilation in use in 'Library'. Other small rooms (music, learning mentor, PPA) should be propped open as much as possible to benefit from this. There are now filtration units in basement too.		4 x 1 = 4
<b>18. Transmission of Coronavirus / spread of COVID-19 due to SUSPECTED CASE ON-SITE</b>	Staff, Students / pupils / wider contacts	4 x 4 = 16	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and self-isolate. Other members of their household (including any siblings) should take a PCR test, but do not need to remain at home.  Designate waiting room/s for symptomatic child/children waiting to be collected (Music Room or Library).  Ensure all children are reminded daily to inform their teacher if they feel poorly Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training Child/ staff member with symptoms should go home as soon as possible.		4 x 2 = 8



			<p>While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others</p> <p>PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site:</p> <ul style="list-style-type: none"><li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li><li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li><li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li></ul> <p>Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website (<a href="https://www.nhs.uk/conditions/coronaviruscovid-19/testing-for-coronavirus/">https://www.nhs.uk/conditions/coronaviruscovid-19/testing-for-coronavirus/</a>), or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Clean the affected area with normal household disinfectant</p> <p>Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</p> <p>Headteacher follow up if test result is not received.</p> <p>Log completed</p> <p>Always call 999 in an emergency.</p> <p>If schools have a cluster of confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p>		
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