



COVID-19 RISK ASSESSMENT AUTUMN TERM 2021

Location / Site	BOLNEY CEPS
Activity / Procedure	ALL PUPILS ATTENDING SCHOOL DURING THE COVID-19 PANDEMIC
Assessment date	6.9.21
Assessment completed by	Lorraine Kenny

Identify people at risk	EMPLOYEES, CHILDREN, VISITORS, CONTRACTORS
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DfE GUIDANCE:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

The key control measures to prevent transmission of COVID-19 are:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

This risk assessment needs to be read in conjunction with the COVID Outbreak Contingency Plan / Summary

Identified Hazards

<u>Identify hazard 1</u>	Contact with individuals who are unwell with possible coronavirus (COVID-19)
<u>Identify hazard 2</u>	Risk of spreading virus due to poor hand and respiratory hygiene resulting in direct or indirect transmission of the virus
<u>Identify hazard 3</u>	Risk of infection due to inadequate cleaning resulting in indirect transmission of the virus
<u>Identify hazard 4</u>	Risk of infection due to inadequate ventilation resulting in direct or indirect transmission of the virus
<u>Identify hazard 5</u>	Emotional distress of the children
<u>Identify hazard 6</u>	Emotional distress of the staff
<u>Identify hazard 7</u>	Risk of disruption to education caused by class groups and staff self-isolating due to transmission of the virus
<u>Identify hazard 8</u>	Easy entry / exit to school by intruders if Beech, Holly and Silver Birch external classrooms doors are open to increase airflow to help reduce transmission of virus



Identify hazard 1		Contact with individuals who are unwell with possible coronavirus (COVID-19)	
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<div>1. Children to not attend school if they have any possible symptoms of COVID-19.</div> <div>2. Share with parents the importance of keeping children at home if feeling unwell.</div> <div>3. All staff to be aware of coronavirus symptoms and be vigilant for any child feeling unwell.</div> <div>4. If any child or adult in school feels unwell staff to move them away from other people but stay in the immediate vicinity and immediately inform ZB and LK and follow PHE guidance for management of COVID-19.</div> <div>5. Isolate anyone with possible coronavirus symptoms in the group room and arrange to go home.</div> <div>6. Inform parents that if their child that possible symptoms they will need to isolate until they have a negative PCR test result. If they do not want their child to have a PCR test they will need to isolate for 10 days from the onset of symptoms.</div> <div>7. Any staff with possible symptoms will need to isolate until they have a negative PCR test result and inform Lorraine Kenny immediately.</div> <div>8. If a child/member of staff has a positive PCR test they must isolate for 10 days from the onset of symptoms or the PCR test if asymptomatic and inform the school – staff to inform Lorraine Kenny immediately.</div> <div>9. Staff to complete twice weekly Lateral Flow Device (LFD) tests – Wednesday and Sunday – and report the result. If any staff has a positive LFD test they must inform Lorraine Kenny immediately, isolate and book a PCR test.</div> <div>10. School to follow the COVID-19 Contingency Plan if any cases in school or if there is a rapid rise in community transmission.</div> <div>11. The school will work with NHS Test and Trace as needed.</div>			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard 2	Risk of spreading virus due to poor hand and respiratory hygiene resulting in direct or indirect transmission of the virus		
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<div>1. Children and adults wash hands on entry to school, before lunch, leaving school, after using a tissue/sneezing/coughing, using the toilet and between activities where needed.</div> <div>2. Soap and paper hand towels inside all classrooms and toilets.</div> <div>3. Reinforce correct handwashing procedures.</div> <div>4. Hand gel in hall, office, library and school main entrance as well as classrooms.</div> <div>5. Use handwashing rather than hand gel as much as possible.</div> <div>6. Soap in pump-action bottle in each classroom.</div> <div>7. Running water to be used to wash hands.</div> <div>8. Washing hands posters in all washing areas.</div> <div>9. Hand cream (in pump-action bottle) in each classroom to protect sore hands.</div> <div>10. No sharing of hand cream or soap from home.</div> <div>11. Reminders how to use ‘catch it - bin it – kill it’ approach for coughs, sneezes and runny noses.</div> <div>12. Tissues and bins available in each class, hall, library and outside areas.</div> <div>13. Children and adults to cough/sneeze into elbow if no tissue to hand.</div> <div>14. Children to have their own water bottle which is not shared.</div>			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE



Identify hazard 3		Risk of infection due to inadequate cleaning resulting in indirect transmission of the virus	
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Wiping of frequently used surfaces, switches and handles twice a day. 2. Class staff to wipe pupils’ tables, light switches and other frequently touched surfaces in classrooms at lunchtime. 3. Lunch tables washed 4. CL to clean all the school at the end of each school day including all frequently touched surfaces, light switches and handles following agreed cleaning regime. 5. Deep cleaning of all classrooms and shared areas in each school holiday, including half terms. 6. Maintain adequate supplies of cleaning stock.			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard 4	Risk of infection due to inadequate ventilation resulting in direct or indirect transmission of the virus		
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Rooms used for more than one person to have the windows open to increase ventilation. 2. Internal doors to be open unless a meeting is confidential. 3. External doors to be open during warmer weather. 4. Maintain a comfortable teaching environment.			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard 5	Emotional distress of the children		
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<div>1. Curriculum includes support for children’s well-being – relationships and health education must continue to be taught weekly following the agreed programme plus additions sessions for individual class needs.</div> <div>2. Address and equip children to respond to issues linked to coronavirus.</div> <div>3. Support children with approaches to improving their physical and mental wellbeing.</div> <div>4. Continue to develop the Zones of Regulation understanding and promote this common language.</div>			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE



Identify hazard 6		Emotional distress of the staff	
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Provide opportunities for staff to voice worries or concerns at any time. 2. Staff meetings to discuss concerns weekly. 3. Sharing of support helplines. 4. Risk assessments reviewed every three weeks or at any significant change in circumstance 5. Monitor and review workload, especially if any children are self-isolating as home learning needs to be provided.			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard 7</u>	Risk of disruption to education caused by children and/or staff self-isolating due to the virus		
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<div>1. Staff, children and parents made aware of the importance of adhering to preventative measures to enable school to remain open and to reduce risk of virus transmission.</div> <div>2. Ensure clear and rapid communication with families involved in self-isolation.</div> <div>3. Arrange for home learning to be delivered to any children needing to self-isolate if they are well enough to complete it.</div> <div>4. Continue use of Microsoft Teams for homework to maintain families' and staffs' familiarity with it in case we need to deliver remote learning due to self-isolation.</div> <div>5. Provide cover for any teacher needing to self-isolate as needed.</div>			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard 8</u>	Easy entry / exit to school by intruders if Beech, Holly and Silver Birch external classrooms doors are open to increase airflow to help reduce transmission of virus		
Existing level of risk - consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Net dog gates attached to the exit that lets in airflow but is a barrier to visitors though enables ease of exit from classroom as exits and fire doors.			
Remaining level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk - consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
Risk assessment next review - 28.9.21 unless there are changes to infection rates in school or school guidance before this date.			