

PARK WOOD PRIMARY SCHOOL HEALTH & SAFETY

**PARKWOOD PRIMARY SCHOOL - RISK ASSESSMENT
COVID SAFE**

Location / Site	
Parkwood Primary School	
Activity / Procedure	
FULL RA EYFS and – YEARS 1-6	
Assessment date	
September 2021 Term 1 – Full Risk Assessment	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance for schools states:

- Schools and trusts should work closely with parents, staff and unions when agreeing the best approaches for their circumstances.
- The government continues to manage the risk of serious illness from the spread of the virus.
- As COVID 19 becomes a virus that we learn to live with, it is imperative that we reduce the disruption on children’s education.
- The priority is to deliver a face to face, high quality education to all pupils.
- This risk assessment applies with health and safety laws and we regularly review the risk assessment and update.
- As COVID 19 becomes a virus that we learn to live with, it is imperative that we reduce the disruption on children’s education.
- The priority is to deliver a face to face, high quality education to all pupils.

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Government guidance for parents concerning re-opening of schools states:

There is guidance and support to schools, colleges and child care settings with the implementation of protective measures in education and childcare settings to help them reduce the risk of transmission.

Whilst such changes are likely to look different in each setting - as they will depend upon individual circumstances - they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period and will make consideration to their mental health and wellbeing.

Our Risk Assessment:

This risk assessment applies with health and safety laws and we regularly review the risk assessment and update.

The school will now no longer use bubbles, however should the need arrive, bubbles will be introduced to control local infection rates.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<u>Identify hazard</u>			
Increased mixing in the classroom resulting in direct transmission of the virus.			
<u>Existing level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Limit excess furniture to increase space. Limit excess equipment and resources. Clutter must be avoided to allow for robust cleaning regimes. 2. Children will continue to be reminded of hands, face, space. 3. Learning, wherever practical, will take place outdoors. 4. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence. Child friendly posters and information will be posted where appropriate both general and specific for each class/year group bubble. Adults will be well informed and secure in procedures with clear non-negotiable boundaries. 5. Children will be encouraged to work independently. 6. Feedback and instructions to be delivered from beside the child where possible as m opposed to face on 7. Wherever possible, children to use same desk and basic equipment. 8. Staff have the option to wear PPE where required when appropriate. 9. All external windows and doors should remain open throughout the school day where possible to increase ventilation – when not in classrooms fire doors used for ventilation must be kept shut. 			

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Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
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The use of toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk			
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>			
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1. Children accessing the toilet areas will wash their hands before and after using the facility according to safe practice observed by an adult.
2. Hand gel to be available at all times when inside or outdoors – stocktakes to be undertaken and a record kept for re-order when stocks are low
3. Handwashing procedures to be reiterated at regular intervals with demonstration where appropriate.
4. Handwashing to be part of school rituals – timetabled if appropriate
5. Adults/children to be reminded about not touching their faces.
6. Age appropriate signage to be displayed in all toilet areas and above sinks.
7. Adults to make themselves aware of the hygiene procedures as directed in risk assessment
8. Cleaning products to be made available in cubicles for adult use.
9. Disinfectant and cleaning roll will be available. For adult use only.
10. Tissues and other paper supplies to be checked and re-stocked.
11. Catch it, Bin it, Kill it to be communicated to all.
12. Lidded bins in classrooms to be provided
13. Incidences of spillage will be dealt with by the housekeeping team.
14. All adults and children have responsibility to adhere to enhanced hygiene routines to keep each other safe and must follow the rules.
15. All external windows and doors should remain open during the day where possible to increase ventilation.

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard			
Large gatherings at social times resulting in direct transmission of the virus			
Existing		of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Children will be directed to enter the school in accordance with the staggered start timetable sent to parents. 2. Parents will be briefed as to when to bring their child/ren to school and how the admission process will work in advance and will be expected to abide by school instruction regarding times and gatherings and to follow signage/warning markings where directed. 3. Where possible one person should bring and pick up their child. 4. Where appropriate signage will re-inforce instructions 5. Members of SLT to be on hand for supervision and guidance at the beginning and end of each day. 6. Parents will asked not be allowed further than the red line and are encouraged to correspond with the school via telephone or e-mail. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>			
Increased mixing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Allocated play areas 2. Staggered lunchtimes. 3. Year leaders to ensure correct use of time and space. 4. Active supervision from staff at all times. 5. Sanitiser and clothes will be available for unexpected hazards. 6. Minor first aid will be administered by class teachers or TAs. For more serious first instances, contact the office for assistance. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Increased mixing when eating lunch resulting in direct transmission of the virus.			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Children will eat in class groups in the dining hall. 2. MMS and TAs will supervise eating and outside time. 3. Children may order a school lunch or bring a packed lunch. All rubbish generated by packed lunches will be placed back in boxes to take home. 4. A full water bottle should be brought to school every day 5. All external windows and doors will remain open throughout the school day where possible. 6. Lidded Bins will be provided to reduce potential transmission of virus 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>			
Increased mixing in the corridors resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Outside doors will be used at all times 2. Children will be monitored by an adult when using the washrooms to ensure enforce handwashing procedures. 3. Messages to go to the office via walkie talkie, wherever possible, and if not, via mobile phone. Reminders to staff they need to be switched on and charged. 4. Children should not need to access the corridors at any time. 5. Ensure instructions the children using the toilet are communicated and understood by all 6. Adults should be dispersed along a line of children although due consideration needs to be given to the needs of individual children. 7. All external windows and doors should remain open throughout the school day for ventilation where possible 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Emotional distress of the children.			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Adults provide support academically, emotionally and socially. 2. Safeguarding and Pastoral Staff will be available to give advice if children require more support 3. Potential reduced time planned in school to ensure transition is successful from home to school for identified vulnerable individuals. 4. Emotional and social support provision available for children who are distressed 5. Feedback sought from parents regarding emotional support and the offer of appointments for discussion offered. 6. Physical contact is not appropriate with the exception for those children requiring personal care. 7. Pupil feedback sought via supportive questionnaires. 			
Remaining level of risk			
Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>			
Emotional distress of the staff – including anxiety			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meetings – virtually – to discuss concerns and shared control measures 3. Regular email updates for all staff from Headteacher and Senior Leaders to update on current situation 4. At least one SLT member of staff on site every day for staff to share concerns. 5. Risk assessments reviewed regularly. 6. Staff will be signposted to our school Care First subscription and reminded frequently of offer and accessibility 7. Staff room to be reintroduced although staff are expected to take personal responsibility. 8. PPE to be made available where appropriate. 9. The needs of vulnerable staff in terms of health will be monitored with appropriate steps taken to ensure adequate support. 10. HR advice will be sought to support absence/concern with the involvement of occupational health where appropriate. 11. Staff to be provided with lateral flow testing kits to self-administer testing every 3-4 days when in school. Results reported to the school via Microsoft forms and directly to the NHS via link. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Children who are proved to be a risk will be assessed individually - with input from those being asked to take responsibility - and further communicated to those who may come into contact with that individual whilst maintaining both the safety of all and the dignity of the individual. 2. Instances of poor or unsafe behaviour will be assessed by year leads in unison with the safeguarding team. Parents and carers to be informed and expected to collect children who are behaving in a way that is unsafe to others or themselves 3. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence. Child friendly posters and information will 			

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be posted where appropriate both general and specific information. Adults will be well informed and secure in procedures with clear non-negotiable boundaries. 4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that puts staff or other children at risk.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. All surfaces, handles, and toilets will be cleaned each day by the housekeeping team - periodically throughout the day and comprehensively after hours. 2. PPE will be worn by all cleaning staff where appropriate. 3. Members of the housekeeping team will be available throughout the day to assist with essential tasks and hygiene procedures 4. Details of cleaning solutions and their COSHH information will be shared with the housekeeping teams. 5. Members of the housekeeping team who have not undergone COSHH training will be required to do so. 6. The housekeeping team to be supplied with enhanced PPE to include uniform and shoes. 7. The school has purchased a large washing machine and tumble dryer to facilitate enhanced regimes of cleanliness and going forward will be laundering items deemed appropriate. The current washing machine will be used for cleaning mops etc at high temperature daily. 8. Resource management will be reviewed daily by class teachers to facilitate safe usage and coverage. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			

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1. Current Government Guidance to be adhered to. The school will take appropriate action on an individual basis based on risk assessments and dialogue.			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Risk of transmission to others through direct and indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Emergency/sick room set aside for isolation should any adult or child display symptoms of illness. 2. First Aider to be contacted via the school office to accompany affected person (with full PPE) to room office staff to record and contact parents where appropriate. 3. Isolation room to be used by and fully cleaned after that person has left. 4. Current guidelines from the DfE to be followed. 5. Testing information to be made available 6. Ensure comprehensive and clear information is recorded centrally (school office) to support track and trace. 7. Should the unwell person need the bathroom – the accessible toilet will be used - it will be sealed off and deep cleaned before being accessed by another person 8. Soiled clothing/items will be placed in a plastic bag sealed and parent notified – for collection. 9. Individual risk assessments will be made for children whose needs require closer contact or specific personal care. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments			
<p>This is the 12th revision of the risk assessment</p> <p>Full risk assessment will remain in place until the next government guidelines are published or, until such time, as additional risk assessments will be undertaken where</p>			

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circumstances suggest that a setting, team or group would require measures to move up and down to form part of the overall school risk assessment.

Parents will be kept fully informed via newsletter, parentmail and the school website should any changes occur.

Fire drills will revert to whole school. Staff should look at the evacuation route in each room. **A walk through will need to be completed by each class on the first day back of every term. This must be recorded at details sent to Carmel Park for fire safety compliance.**

Security risk assessment: staff will remain in their bubbles with doors and windows open where possible – they must remain diligent on leaving the classroom unoccupied and open at the front of the building and close doors. Government guidelines state that fire doors should be kept closed – those fire doors that are being used for ventilation **MUST be kept closed when the room is unoccupied.**

The electric gates will be in operation during the school day. No child or group of children to be left unattended at any time.

During cold spells, to facilitate ventilation requirements, children will be encouraged to bring in extra layers of plain warm clothing in addition to their uniform.

Name of assessor	Signature of assessor	Date
Carmel Park		01/06/21

Manager's comments
This risk assessment is a working document and subject to be added to as and when new risks are identified

Name of manager	Signature of manager	Date
Alex Moir Governing Body		

Risk assessment reviews
Next reviews: on-going as circumstances change Formal review: Last week of Term 5