

Risk Assessment Form

Risk Assessment Title: COVID-19			
Location: Naphill and Walters Ash School	Assessor(s): D MIDDLETON K. Gwynn	Date of Assessment: 5/1/21	Review Date: W/C 22/2/21

Ref	Hazards Identified	Persons at Risk	Initial Risk Rating (H/M/L)	Control Measures to be Implemented to Reduce the Risk Rating	Residual Risk Rating (H/M/L)	Individuals Responsible for Control Measures being implemented	Timescale for Control Measures to be Implemented
01	Minimising contact with individuals who are unwell	C,T,V,O,S	High	<ul style="list-style-type: none"> Isolation of individual exhibiting any COVID-19 symptoms including a new continuous cough, high temperature or change in normal sense of taste or smell (anosmia). PPE to be worn by staff caring for the child if a distance of 2m cannot be maintained. Any children who require isolation to be supervised until collected by responsible parent or carer in red room or dining room. Room to be cleaned afterwards and not used until done. Any adult presenting symptoms to be sent home immediately. Isolated welfare provision to be provided – sky lights to be opened, door left open. If child/adult in isolation needs the toilet then toilet must be cleaned afterwards according to cleaning guidance. Responsible parents or carers are notified by appropriate means of communication of any suspected case(s) and must 	Low	Headteacher, SLT, All other Staff, Pupils and Visitors	Control Measures Implemented and to be monitored on an ongoing basis Monitor stock of PPE regularly

				<p>collect the child as soon as possible.</p> <ul style="list-style-type: none"> • Individual to isolate until test taken. Rest of household to isolate until results back from test. Notify staff and parents of guidance. • School to advise staff and parents to order test online if it becomes clear none are readily available locally. • Individual to be given advice on how to obtain a test and asked to complete one. NHS may issue. to families if it is believed this will increase the likelihood of them being tested. • After any positive result advice must be taken from the Health Protection Team. • If a test is negative, then person can return to school if they feel fit and well. • Deep clean of items and areas that individual(s) may have come into contact with. • Other staff members, parents and carers advised of situation and steps taken by the school to keep the environment safe in line with PHE advice after contacting the local health protection team. • Bucks and PE advice available in school office. • Monitoring of staff and pupils returning to school after periods of self-isolation using visual appearance of wellbeing. • Open door policy for those who were previously shielding to discuss concerns. 			
02	Inadequate Hand Hygiene	C,T,V,S	High	<ul style="list-style-type: none"> • Hand wash stations or sanitiser to be placed in each classroom, shared area and all office areas • Adequate amounts of cleaning products and PPE ordered to maintain a stock level and avoid 	Low	Headteacher, SLT, All other Staff, Pupils and Visitors	Jan 21 – procedures same as before, no need to change.

				<p>shortages. PPE to be used according to in Government guidance: "Coronavirus: implementing protective measures in education and childcare settings".</p> <ul style="list-style-type: none"> • Education of pupils to reinforce the importance of good personal hygiene. • Increased handwashing for minimum of 20 seconds using single use paper towels to dry where possible. • Government/school good hygiene awareness posters to be displayed around the school. • Children to maintain regular hand washing/sanitising including on arrival at school, after breaks, before eating and when changing classrooms. • Children to have hands checked/questioned if washed hands having been to toilet ensure hand washing measures are adhered to. 			
03	Inadequate respiratory hygiene	C,T,V,S	High	<ul style="list-style-type: none"> • High levels of personal hygiene encouraged at all times as per current PHE/DfE guidelines promoting the 'catch it, bin it, kill it' approach posters displayed around school. • Education of pupils to reinforce the importance of good personal hygiene • Government/other child friendly good hygiene awareness posters to be displayed around the school. • Windows open to increase ventilation and doors propped open wherever possible to limit use of door handles. • Fans can be used where natural ventilation doesn't exist • Hand dryers not to be used in toilets 	Low	Headteacher, SLT, All other Staff, Pupils and Visitors	Jan 21 Ventilation as before, doors/windows left open at break times but rooms have to be comfortable to work in.

04	Inadequate cleaning regimes and or products	C,T,V,O,S	High	<ul style="list-style-type: none"> • Cleaning schedule to be provided by cleaning contractor • Regular reporting of items that need cleaning. • Only approved cleaning chemicals are used as per COSHH. • COSHH assessment carried out for any new cleaning chemicals. • Cleaning to be undertaken in a methodical order i.e. all touch points such as light switches and door handles, push plates on doors and worksurfaces followed by items of equipment and floors. • Pupils encouraged to use their own pencil case. Other items to be used by one child where possible and stored in named trays. Clearly named water bottles to be provided by parents or carers. • If school provides materials or resources then they are to be used by one group only, stored individually and cleaned if necessary, kept separately for that group and cleaned if unsure of owner, as far as possible. Any shared resources to be cleaned before sharing beyond the group where practically possible or isolated as above. • Any reading/library books loaned by the school to be changed once a week, on return to be cleaned and stored for at least 48hrs before going out again. • Avoid use of shared play equipment where possible, keeping equipment to individual year groups of children. • The school hall, ICT suite, and school staff room to be used whilst maintaining strict social distancing rules in accordance with government guidance and 	Medium	Chris Bonny, cleaning company	<p>Jan 21 Cleaning company directed to focus on rooms and areas being used.</p> <p>Cleaning rota for toilets and key points in shared areas implemented.</p> <p>Anti bac spray to be purchased which can be used on keyboards.</p> <p>Only Yrs 5 and 6 in ICT suite, all allocated own computers. Smaller groups so children can sit further apart but not at 2m as recommended before.</p> <p>Hall is now used as extra staffroom space to allow all staff space to sit and eat whilst</p>
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				<p>enhanced cleaning regime to be introduced.</p> <ul style="list-style-type: none"> • Staff to ensure children sent to toilets at break/lunch to minimise numbers. • Break out areas in corridors to be set out for specific bubbles. If tables to be used by more than one bubble they must be cleaned between use. • Detailed records to be kept for 21 days of items and areas that have been cleaned and frequency of cleaning. 			maintaining distance.
05	Minimising contact and maintaining social distancing	C,T,V,S	High	<ul style="list-style-type: none"> • Staggering start and finish times to restrict the number of people attending the site at any one time. • Parents or carers to drop children on playground or Reception gate • Parents and carers instructed to not loiter after dropping off or collecting children and to strictly adhere to the one-way system • Appropriate signage to be displayed to encourage parents or carers to maintain social distancing and to follow the correct routes throughout the school • Increased supervision at the start and end of the school day to ensure local site procedures are strictly observed • No large congregations or gatherings of staff and pupils in small areas i.e. assemblies, staff meetings and outdoor activities where appropriate social distancing can't be maintained. Collective worship to be held in classrooms with or maximum of year group bubbles. No singing to be permitted. 	Low	Headteacher, SLT and All Staff	<p>Start/end times maintained. Key worker and vulnerable children in only. Playground re organised to allow groups to have own space.</p> <p>Staffing reorganised so most TAs are only in one year group. Limited crossing of areas in school. Staff meetings held online or if needed in hall so all staff spaced out.</p>

				<ul style="list-style-type: none">• Items used by same children as far as possible e.g. same pencils for each day.• Items that cannot be cleaned to be isolated i.e plastic items to be isolated for 72 hours.• Work surfaces touch points are cleaned and disinfected at regular intervals during the day.• Ensure all waste is removed daily in a safe manner whilst working suitable PPE where necessary.• Bins to be emptied (if containing tissues) and ongoing cleaning of communal areas and surface touch points (e.g. door handles) during the day• Windows open to increase ventilation and doors propped open wherever possible to limit use of door handles.• Adequate supervision from staff to monitor drop off and collection of pupils to and from school building.• Where possible staff to be allocated year groups and these groups to be maintained as much as possible, limiting the movement of adults around the school, recognising Government guidance states: “teachers in primary schools can still work across year groups.” (p10 Guidance for Full Opening – Schools pub 02.07.20).• Adaptations made to classroom to support social distancing where possible including trying to seat children side-by-side and facing forwards where possible without compromising the safe access and egress from the room.• Desks to face the front of the room where possible or		
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				<p>avoidance of children facing each other if possible.</p> <ul style="list-style-type: none"> • Break and lunchtimes to be staggered or taken in alternative areas where possible in year-group bubbles. • Pupils to eat lunch in their groups and areas cleaned thoroughly between groups • SMSA continuity between groups. • During break times groups are allocated areas which have been demarcated if required. • Times staggered for breaks where necessary. 			
06	Shortage or missue of PPE	C,T,V,O,S	Medium	<ul style="list-style-type: none"> • Third parties to be discouraged from visiting the school. • If a third party has to come in to school meeting to be socially distanced and depending on purpose discuss/advise use of face covering. • Guidance to be on issued on the safe use and removal of face coverings • Any member of staff looking after a child with symptoms should wear PPE if 2m cannot be maintained. • Extra PPE not needed for normal first aid but normal practices should be followed – use of gloves, washing hands etc should be followed. If staff wish to wear a face mask/apron they may do so. • PPE to be used according to in Government guidance: “Coronavirus: implementing protective 	Low	Headteacher, SLT, All other Staff, Pupils and Visitors	<p>Visitors only in school if pre-arranged outside professionals need to come in. Maintenance work where possible done after school.</p> <p>Staff have been told they can wear face masks and or visors in school and class if they want to.</p>

				<p>measures in education and childcare settings”.</p> <ul style="list-style-type: none"> • Ensure waste is removed daily in a safe manner whilst wearing suitable PPE i.e. surgical face mask and latex gloves. 			
07	Insufficient communication with internal and external bodies	C,T,V,O,S	Medium	<ul style="list-style-type: none"> • School to ensure they understand the NHS test and trace process and how to contact the NHS test and trace team in the event it is needed. • Training updates to be undertaken before school reopens to ensure all staff are familiar and comfortable with the new working practices that have been implemented. Training to be staggered to allow for social distancing of staff. • Briefing by headteacher on latest guidance and any changes to procedures. • Parents to be informed of drop off and pick up arrangements, one parent or carer to drop pupils at school where possible. • Management will promote health and wellbeing awareness to staff at regular intervals, including use of Employee Assistance Programme and Education Support Partnership free helpline. • Open door policy for those who feel they need extra support. • Line managers will offer support to staff who have been affected by COVID-19 or have family members who have been affected. • Provision to be made for OOSC where possible with children remaining in 'small consistent groups max where possible in line with Government guidelines. 	Low	Headteacher, SLT, All other Staff and Visitors	Met staff at start of term, told them to changes in staffroom use, need to wipe down kettles/fridge doors etc. Clean photocopiers after use and hand sanitise when using too. Parents told of slight change to end of day times.

				<ul style="list-style-type: none"> • Staff to be briefed regularly of the importance of social distancing. • All staff to be aware of social distancing measures implemented before full reopening of school to all year groups. • All staff to be updated on any changes to guidance or procedures. 			
08	Confirmed case(s) within school community	C,T,V,O,S	High	<ul style="list-style-type: none"> • Schools to contact NHS test and trace team if they become aware that someone has tested positive for COVID-19 having visited the school • All advice from the Health Protection team to be followed at all times • Where individuals have come into contact with someone who has tested positive for covid-19 and they are tested negative then they and immediate members of their family are to self-isolate for the remainder of the 10 days. • If there is a shortage of staff consideration should be given to your contingency plan for remote learning. • Briefings to be given by the headteacher on any further developments and latest guidance as required. • Use of suitable technological applications to enable pupils to learn from home including email contact with teachers and learning platforms e.g. Seesaw, Microsoft 365 Teams to enable consistency of quality teaching. • Where this is not possible or not accessible to parents from home, staff to provide work resources for pupils to use. 	Medium	Headteacher, SLT, All other Staff and Visitors	Remote learning fully implemented across school. Seesaw in place. Teachers timetabled to deliver and plans discussed if a teacher is ill and cannot deliver remote learning. Teachers in school teaching through Seesaw in class or using same resources as being delivered remotely. Work packs being sent out if parents requested them. Information on school's expectations and use of remote learning can be delivered sent out. CPD for staff delivered to improve their use of Seesaw.

				<ul style="list-style-type: none"> • Ensure all relevant contact details for parents, carers and external agencies are up to date. • Monitoring system to be maintained to monitor staff and pupil absences for possible COVID-19 infections. • Check there are enough first aiders, inc paediatric available for each group. • Adequate number of trained fire wardens available at all times • Check all staff are aware and familiar with the new risk control measures put in place, training days leading up to reopening to practice new measures. 			
09	Failure to follow local health protection team advice	T	High	<ul style="list-style-type: none"> • If the overall rise in sickness absence, then health support team to be notified by the school. • Individual to self-isolate for a period of 14 days if a member of the family tests positive. • Communication with the school to advise of situation at the earliest opportunity. • Where individuals have come into contact with someone who tested positive for covid-19 and they are tested negative then they and immediate members of their family are to still self isolate for the remainder of the 10 days. • Staff who suspect they may have COVID-19 symptoms are to be tested before returning to school. • Monitoring of people returning to school after periods of self-isolation using temperature checks and visual appearance of wellbeing and confirmation of a negative result (without asking for evidence). • Advise staff and their members to work from home where possible and only go to work where that is not possible. 	Medium	Headteacher, SLT, All other Staff and Visitors	

				<ul style="list-style-type: none"> • Advise staff and their family members to avoid using public transport and walk, cycle or use a private vehicle where possible. • Advise staff and their family members that use of private vehicle limited to members of immediate household. 			
10	Inadequate Safeguarding	C,S	High	<ul style="list-style-type: none"> • All staff consulted on risk assessment and risk assessment shared with unions where requested for consultation. • DSL or deputy to be available at all times when children are present. • Ensure all staff are aware of safeguarding requirements. • Agree support/referrals where needed for specific children as appropriate. • Ensure measures are in place for staff wellbeing and support (including Employee Assistance and OH referrals). • Ensure staff are aware of amendments to Behaviour Policy. • First aiders to be onsite at all times with appropriate PPE. 	Low	Headteacher, SLT, SENCO and all Staff	
11	Managing third party access and working arrangements	V,M,O	High	<ul style="list-style-type: none"> • Declaration form to be completed by all visitors to the school building. • No parents or carers allowed into the school unless in an emergency situation or pre-booked vital meetings (e.g. legal requirements such as annual reviews) that ensures social distancing and no pupil presence where at all possible. • No maintenance contractors allowed on to site whilst pupils are present unless essential breakdown maintenance is required. 	Low	Headteacher, Office Staff and Site Management Team	

				<ul style="list-style-type: none"> • Staff to report any unsafe conditions to office in the first instance. • Consider suspension of any visits from school governors; use digital platforms where possible. • Sports teachers, peripatetic teachers, supply and other temporary staff such as SEN/health interventions can move between schools if they minimise contact and maintain as much social distancing as possible from other staff. Follow guidance as sent out by Bucks CC • Record kept of all visitors to school for minimum of 21 days • Staff meetings and training to be held on digital platforms where possible if social distancing cannot be maintained. • Individual risk assessments to be carried out on all EHCP children and adjustments made as required including social stories etc. to enable child to understand the measures deployed. • Process in place for removing face covering for pupils and staff who use them arrive at school (e.g. not touching face on removal, disposing of temporary masks in a lidded bin and placing reusable masks in a plastic bag). 			
12	Testing for staff	T		<ul style="list-style-type: none"> • Key staff trained on how to give out tests, log test kits numbers (Test Administration), manage test register. • Test Admin know how to order more tests if needed. • Covid Coordinator (KG) – informs staff of what to do, how to log results, how to report positive results. • Staff shown where to find 'how to' information on Dfe portal. 		Office staff and head See separate risk assessment on lateral flow tests.	

				<ul style="list-style-type: none"> • Staff not able to collect kits on Friday 22/1/21 will have to collect and do test on Tuesday 26/1/21. • KG to find out what happens if already been positive – do staff use these tests. • Staff unavailable to come in, staff may need to flexible in terms of days in school 			
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Who at Risk (Impacted Personnel): Key

C: Pupils, pupils or young persons.

T: Teaching or support staff.

V: Visitors including parents or carers.

M: Members of the public.

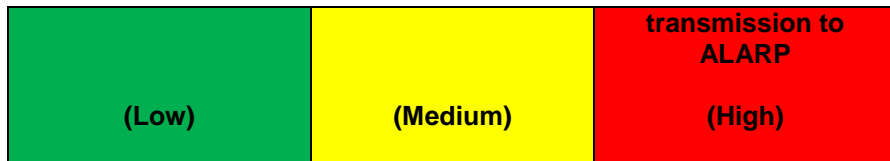
O: Other third-party contractors including maintenance engineers, cleaners and agency staff.

S: Persons with special needs including those with learning difficulties or physical disabilities.

This is a site specific risk assessment for dealing with the current Covid-19 situation in school based on the latest government guidance.

Risk matrix summary explained:

RISK RATING (LIKELIHOOD X SEVERITY)		
Control measures are suffice to limit transmission of virus	Continue to implement control measures to reduce the risk of transmission to ALARP	The risk level is unacceptable and additional control measures MUST be introduced to reduce the risk of



Covid-19 is a respiratory illness that can affect the lungs and airways. Symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, dry cough, laboured breathing, sore throat, diarrhoea, loss of smell and taste, and sore/bloodshot/dry eyes. *The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.*