

## Trust in Learning Coronavirus (Covid-19) Risk Assessment (full opening) Filton Avenue Primary

This updated risk assessment is intended to help document the risk control measures we have introduced within the workplace to control the spread of coronavirus (COVID-19). This version follows DfE Guidance (Updated 22<sup>nd</sup> February 2021) in which Public Health England identifies a system of controls that all schools must follow.

This document identifies where each of the system of controls has been considered and clarifies measures that are being adopted to manage/mitigate risks.

Each school must modify this risk assessment to ensure it reflects your school activities and the specific risks and controls you have in place. This is particularly relevant to system control (5): minimise contact between individuals and maintain social distancing wherever possible, where schools will need to clarify how their planned operations (organisation) are drawn up to address this control.

<b>Location:</b> Filton Avenue Primary School	<b>Date First Assessed:</b> 10.7.20	<b>Assessed by:</b> SLT
<b>Task/Activity:</b> Dealing with coronavirus	<b>Review Date:</b> Weekly (last updated 01.03.21)	<b>Reference Number:</b>

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	<p>PHE System Control:</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>(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>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the DfE dedicated helpline who may refer to the <a href="#">local Health Protection Team</a>. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> </ul>	4	3	12	<p>Guidance and recommended risk control measures will be sourced directly from the gov.uk website wherever possible.</p> <p><u>Guidance for full opening: schools</u></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be reviewed and updated daily if necessary when the latest</p>

		<ul style="list-style-type: none"> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				<p>government guidance is released.</p> <p>Follow Emergency Action Plan if confirmed case.</p> <p>All staff have completed a staff health survey and been categorised. Vulnerable staff given 'one to one' health risk assessment and professional medical advice sought where necessary.</p> <p>September 2020: expectation that all staff will be back apart with additional personal health assessments in place to support – with reasonable adjustments</p> <p>January 2021: clinically extremely vulnerable staff supported to work from home</p>
Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p><b>PHE System Control (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; (8) manage confirmed cases of Coronavirus (covid-19) amongst school community</b></p> <p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p><b>PHE System Control (7): engage with the NHS Test &amp; Trace process</b></p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance or Test &amp; Trace Service to self-isolate.</p>	4	3	12	<p>March 2021: clinically extremely vulnerable staff continue to be supported to work from home</p>

Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Procedures will be put in place for deliveries to minimise person-to-person contact. Deliveries should be timed to avoid drop off/pick up times, with methods devised to reduce the frequency of deliveries e.g. ordering larger quantities less often. We will consider providing appropriate hand hygiene facilities at drop off points, with clear signage on access rules.</p> <p>Kitchen staff to maintain good hygiene in line with the school's procedures in relation to 'Safer food, better business'.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	4	3	12	Cleaners have appropriate PPE and instructed how to handle waste. Risk of contamination and catching virus considered low.
Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors	<p>All waste that has been in contact with a symptomatic person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and marked with date/time, to ensure it is clear when it can be disposed of and it should be put in a safe place until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, <a href="#">the Health Protection Team</a> will provide instructions about what to do with the waste.</p>	4	2	8	
Contracting and spreading of infection	Employees Pupils Contractors Visitors	<p><b>PHE System Control:</b></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: introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Put used tissues in the bin straight away.</li> </ul>	4	3	12	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</a></p>

		<ul style="list-style-type: none"> <li>• All persons are encouraged to frequently wash their hands and practice good respiratory hygiene (Catch it, Bin it, Kill it), (this will include posters and fun activities for children to remind of methods).</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• We will ensure that all frequently touched surfaces used during the day, will be cleaned thoroughly several times a day.</li> <li>• We will ensure the use of communal spaces will be managed to limit the amount of mixing between groups as much as possible (communal gatherings are not permitted under most circumstances)</li> <li>• We will ensure that staff who are symptomatic do not attend work.</li> <li>• We will ensure that all parents and carers understand that if a child has coronavirus symptoms, or there is someone in their household, support or childcare bubble who does, they should not attend our setting under any circumstances.</li> <li>• We will discuss with the local education authority where we are unable to maintain sufficient group sizes.</li> <li>• Community events/meetings cancelled until further notice.</li> <li>• Governors meetings held remotely until further notice.</li> <li>• Up-to-date emergency contact details held for both staff and pupils.</li> <li>• New and expectant mothers risk assessment completed.</li> <li>• We will keep windows open as far as possible to ensure ventilation, avoid the use of lifts unless essential and use outdoor areas as much as possible.</li> <li>• We will limit external visitors to the setting and ensure they only come into the building when absolutely necessary.</li> </ul>				<p>See TiLA Coronavirus Policy for list of control documents in use.</p>
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		<ul style="list-style-type: none"> <li>• Class ratios monitored by teaching staff. Class sizes limited to ‘cohorts’ and timetables changed in order to effectively reducing mixing of classes, staggered drop off/collection times.</li> <li>• Discussions with insurer to determine further requirements.</li> <li>• We will reduce contact between parents and carers when dropping off and picking up their children by limiting drop off and pick up to one parent or carer per family and staggering timings and using different entrances</li> <li>• We will not allow parents or carers into the setting unless absolutely essential and arrange for children to be collected at the door (where possible).</li> <li>• Face coverings worn by staff in all communal areas and situations where social distancing is not possible.</li> <li>• School kitchen follows guidance of social distancing.</li> <li>• Lunch and breaks staggered to minimise social gatherings for pupils and staff.</li> <li>• Regular family contact to ensure that those children from families with symptoms do not attend school.</li> <li>• In order to facilitate cleaning/spacing, we will remove unnecessary items from learning environments.</li> <li>• Staff meetings and training sessions should be conducted virtually, and staff will remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting (communal gatherings are not permitted under most circumstances)</li> <li>• Staff aware of ‘close contact’ definitions and procedures in place to avoid all situations that create unnecessary close contacts</li> <li>• We will ensure children are supervised when washing hands.</li> <li>• We will ensure there is a good supply of tissues throughout the setting.</li> <li>• We will ensure that tissues are immediately disposed into bins and that these are emptied throughout the day.</li> <li>• We will consider how we will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC plans/risk assessments.</li> </ul>			<p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p>
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		<ul style="list-style-type: none"> <li>• Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).</li> <li>• A facemask should be worn if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn.</li> <li>• We will provide instruction and training to staff on infection control, for example <a href="#">putting on, taking off and disposing of PPE (PHE system control 6)</a>.</li> <li>• The usage of play equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.</li> <li>• The flow of pupils and staff around the school should be reviewed to enable appropriate distancing to be maintained, where possible</li> <li>• Plan how outdoor space, where available, can be used as much as possible.</li> <li>• Shared materials/resources will be limited for those pupils/staff that need to take these home.</li> <li>• Established arrangements are in place between the school and transport companies.</li> <li>• Encourage use of test and trace apps by individuals to establish data (but not enforceable).</li> <li>• COVID Testing records maintained of staff/pupils who have been tested.</li> <li>• Close liaison between families regarding symptoms, the school will not monitor temperatures.</li> <li>• Staff working from home, where possible.</li> <li>• Usage of Staff briefing documents</li> <li>• Review of fire risk assessment conducted.</li> <li>• Review of first aid needs assessment conducted.</li> <li>• Designated isolation room identified (acorn room at OC and late room at LR)</li> </ul>				
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		<ul style="list-style-type: none"> <li>COVID-19 Secure assessment carried out by our H&amp;S advisers (Ellis Whittam).</li> </ul>				
Welfare	Hand-contact points	<p>PHE System Control:</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: introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>				
Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> <li>Toilets to have a regular supply of hot and cold water complete with soap and disposable towels/hand driers.</li> <li>Hand sanitiser available (where required).</li> <li>Kitchen area to have a safe supply of mains cold water.</li> <li>Hand-contact points cleaned several times a day.</li> <li>Sinks &amp; toilets will be regularly cleaned.</li> <li>Kitchen area will be regularly cleaned.</li> <li>We will develop a cleaning strategy that will be regularly reviewed.</li> <li>Teaching staff to implement controls to prevent overcrowding and ensure appropriate distancing.</li> </ul>	4	3	12	Use of TiLA cleaning checklist
Infection control	Staff Visitors Delivery drivers Pupils	<p>PHE System Control:</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> <ul style="list-style-type: none"> <li>Refer to infection control policy and ensure all staff are aware of its contents and new protocols.</li> <li>Decontamination – following advice/guidance from the <a href="#">local Health Protection Team</a>.</li> <li>Refer to guidance and display posters (as appropriate): <ul style="list-style-type: none"> <li>'Catch it, Bin it, Kill it'.</li> <li>'do not enter these premises if you have COVID-19 symptoms'.</li> <li>'distancing measures'.</li> </ul> </li> </ul>	4	3	12	COVID-19 SLT Daily Management Checklist to be used.

		<ul style="list-style-type: none"><li>○ 'good hand and respiratory hygiene'.</li><li>○ education poster on COVID-19 to be displayed at the main entrance to the school building(s).</li><li>○ Staying COVID-19 Secure in 2020 poster in place at reception.</li></ul>				
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<p>School Organisation</p>	<p>Staff Pupils</p>	<p><b>PHE System Control: (5) minimise contact between individuals and maintain social distancing wherever possible</b></p> <p><b>General principles bubbles and staffing</b></p> <p>In line with the guidance, we will be creating ‘bubbles’, with the aim of limiting the number of pupils and staff in contact with each other.</p> <p>For the majority of the day the children will be kept in smaller, class sized bubbles, who will operate independently. However, in order to facilitate the return to a full curriculum, for some parts of the day, including drop off and collection, lunch and wraparound care, they will need to be in larger year group or phase/key stage bubbles. Where groups are not class based (phonics streaming, wraparound care, interventions) we will keep accurate records of names to ensure all close contacts can be identified if there is a confirmed covid case.</p> <p>Where we do need to use larger phase bubbles this will either be outside and social distancing will be encouraged (break times, drop off), or in smaller static groups (after school club, read writer inc etc).</p> <p>Teachers will be allocated to a single class. Teaching assistants will also generally be assigned to a class, but where they are required to move will only do so within a phase. PPA cover will be within phase where possible, or where Unique Voice provide it (years 3 to 5) staff will be consistent and social distancing will be adhered to.</p> <p>All staff will be encouraged to socially distance from children, and where this is not possible to remain side to side rather than face to face. If supply staff are required we will aim to use consistent people. We will ensure any extracurricular activities (sports coaching and music) comply with all existing guidance.</p>			<p>12</p>	<p><a href="#">Guidance for full opening: schools</a></p>
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		<p>Tables in classrooms will face the front. Children will have allocated seats and will be encouraged to maintain distancing where possible. Unnecessary furniture will be removed to maximise classroom space. Children will have their own personal pack of basic stationery. Other resources will remain in classes. If resources need to move between bubbles we will follow all relevant guidance in terms of cleaning and quarantining.</p> <p>Staff rooms will be phase specific and social distancing will be required at all times during use.</p> <p><b>The school day</b></p> <p>All children return to school on Monday 8<sup>th</sup> March.</p> <p>Drop off and pick up times have been staggered for phases with different time and entry points where possible and one way systems in place.</p> <p>Playtimes will be timetabled so that phases have an allocated space and time and these will not be shared with other phases. Play equipment will not be shared between phases.</p> <p>Due to the restrictions in lunch space, two year groups will access the lunch hall at the same time. They will be allocated class tables. Packed lunches will be eaten classrooms. Children will remain within the hall/dining hall for the duration of their lunch sitting to allow staggered play outside. Tables will be cleaned between sittings.</p> <p>Assemblies will either be recorded or led by teachers in class. Where interventions are happening groups will be small and consistent and where possible social distancing will be adhered to.</p> <p>Halls will be timetabled for PE if adverse weather conditions do not allow it to be done outside.</p>				
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		<b>Wraparound Care</b>  After-school Club will be separated into 3 phases, with phase specific staffing and resources. Breakfast club will be temporarily postponed whilst we introduce a booking system (the current drop in system is not guidance compliant). Expected to begin in term 5.				
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## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost time / area of school temporarily closed)
4. High (major injury/damage, lost time / interruption to school (short term closure, disablement)
5. Very High (fatality/long term school closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/ it may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
15-25	High	As soon as possible (controls must be in place prior to opening)
6-14	Medium	Ensure effective controls in place and monitor
1-5	Low	Whenever viable to do so