

Covid-19 risk assessment – Autumn Term (September 2021)

Location / Site
The John Moore Primary School
Activity / Procedure
Full opening of the school for all year groups for the academic year 2021/2022
Assessment date
28/8/21

PEOPLE IDENTIFIED AS AT RISK	
All School Staff	YES
Children	YES
Parents and Visitors	YES
Supply staff and peripatetic teachers	YES
Contractors	YES

Control measures are written using Government Guidance – Schools coronavirus (COVID-19) operational guidance – August 2021.

This document has also been cross-referenced with the COVID 19 Risk Assessment provided by the SHE unit (GCC)



Government guidance – Schools coronavirus (COVID-19) operational guidance states:

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Hazard Identified

Managing the risk of pupils or adults displaying symptoms or testing positive for COVID-19 resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. We refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
2. Regular communications with families/ staff and visitors that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g., they are required to quarantine).
- 3. If anyone in the school develops COVID-19 symptoms, they will be sent home and asked to access a PCR test to confirm whether they have COVID-19.**
4. An unwell child awaiting collection will be isolated in a suitable room (currently the library) with adult supervision.
5. Staff caring for a child awaiting collection to keep a distance of 2 metres (where possible)
6. PPE to be worn by staff caring for the child, including:
 - a face mask worn if a distance of 2 metres cannot be maintained.
 - if contact is necessary, then gloves, an apron and a face mask should be worn
 - eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
7. Staff to wash their hands after caring for a child with symptoms.
8. All areas where a person with symptoms has been to be cleaned after they have left.
9. School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids.
10. We regularly remind and update staff, pupils, stakeholders and visitors about current or any changes in practice – covid safe measures.
11. If a parent/carer insists on a pupil attending the school with symptoms, Headteacher or a member of the Senior leadership team will refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.
- 12. If a pupil tests positive for COVID-19 they will be required to isolate at home for ten full days from the day after the start of their symptoms or from their positive COVID-19 test (if they had no symptoms previously). They must not attend the school.**

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Hand sanitiser available in all classrooms and in outdoor areas.
2. Hand sanitiser ordered in large quantities
3. Handwash checked and refilled regularly as needed
4. Tissues available in all classrooms and in outdoor areas
5. Children handwash or hand sanitise on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet, any time they cough or sneeze and before/ after using shared resources.
6. Washing hands posters replaced in all washing areas
- 7. Reminders how to wash hands properly – videos and posters**
- 8. Procedure agreed for children to wash hands so thorough hand washing**
9. Hand cream available to stop children getting dry hands
10. Children reminded to use elbows or tissue when coughing/sneezing and tissues put in bins (emptied regularly)
11. Staff will promote the '**catch it, bin it, kill it**' approach.
- 12. Spaces are well ventilated using natural ventilation (windows and doors open) wherever possible**
- 13. Doors are propped open wherever possible to limit use of door handles**
14. Adults and pupils reminded not to touch their mouth, eyes and nose.
15. All staff and visitors hand sanitise or hand wash upon entry to the building (including re-entry after break and lunch)
16. If wet at dinnertime, MDS will need to clean surfaces when playtime has finished
17. All shared resources such as art, science, PE equipment to be cleaned thoroughly after use and before rotated to another class.
18. Anti bac wipes/ spray to be used on laptops and ipads after use and between different class use.
19. All used cloths and gloves to be disposed of in designated contamination (first aid bin) in each classroom.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
Poor hygiene in the toilets resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only one child allowed to go into a toilet cubicle at a time – No waiting outside the toilets. – Staff to support the children when visiting the toilets to monitor that handwashing has taken place and that the children are keeping the facilities clean and tidy. 2. Hand washing after toilet use. 3. Extra Signs in toilet re washing hands and songs used to help remind the children to wash for 20 seconds 4. Wedges used to hold open the external toilet doors if they are not fire doors. 5. Extra soap ordered to ensure we do not run out. 6. Toilets cleaned at lunchtimes and deep cleaned at the end of the day. 7. Staff to monitor and refill soap dispensers as needed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

Poorly ventilated spaces leading to risks of coronavirus spreading

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Ventilation systems (high level windows) working optimally.
2. Heating used as necessary to ensure comfort levels are maintained when the building is occupied.
3. Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow.
4. Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).
5. Action taken to prevent occupants being exposed to draughts. For example, open high-level windows as opposed to low-level windows, close external doors between break and lunch times and arrange the furniture away from any draughts if appropriate and possible.
6. Pupils and staff encouraged to wear additional, suitable indoor clothing (such as base layers) if it feels a little cold. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be reconsidered).
7. Ensure staff meetings and Insets are in rooms with suitable and sufficient ventilation.

Hazard Identified

Risk of spreading virus due to close contact with children – First Aid, 1:1 and intimate care resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk **IT IS IMPORTANT TO NOTE HERE THAT PROVIDING IMMEDIATE FIRST AID COULD BE MORE IMPORTANT THAN THE RISK OF CATCHING COVID-19 AND STAFF WILL ALWAYS ADHERE TO EMERGENCY FIRST AID PROCEDURES IN THE FIRST INSTANCE**

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- 1. Masks, aprons, gloves purchased and to be worn for intimate care incidents or accompanying and supporting any pupil in isolation following display of symptoms**
2. Extra gloves, aprons, masks ordered
3. Visors also ordered and available if needed
4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way in which staff are put at risk
- 5. PPE to be worn by the supervising adult if a pupil becomes unwell with symptoms whilst in setting (School library identified as First aid/ isolation room)**
6. Teachers and TPs to administer (under supervision if needed) first aid wherever possible in first aid stations (ie wipes & plasters) for minor ailments – eg graze
7. Apron, gloves and face masks/ visors to be worn if 2m social distancing is unable to be followed.
8. Staff to wash hands before and after administering first aid.
- 9. If CPR is required, use a resuscitation face shield (if available) to perform mouth to mouth ventilation in asphyxia arrest until an ambulance arrives.**
10. Dispose of all waste safely using appropriate bin in first aid room (library) or in first aid bins in each classroom. If outside, dispose of first aid waste in allocated outside bins in courtyard area.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
Risk of virus transmission when arriving at and departing from the school due to larger numbers of people gathering			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soft start between 8:30 a.m. and 8:45 a.m. to allow a window of time for children to arrive at school and to help reduce congestion. 2. Staggered end to the school day to help reduce congestion and too many people congregating 3. Pedestrian and main gates open to provide more access/ exit space 4. Families asked to kindly not linger in large groups or block access areas of the school site. 5. 2m markings on the pavement along Columbine Road to continue to support and remind people about social distancing where possible 6. RL, HP, SH to supervise the arrival of pupils at the gate from 8:30 am each day and exit from 3:10pm. 7. Staff supervise the children walking from the main gates around to their classrooms and through their individual external classroom doors. 8. All staff to monitor entry into classrooms ensuring that the children wash their hands. 9. Parents/ carers that are dropping off or picking up their children may wear a face covering if they wish to. 10. Staff meeting or releasing the children may wear a face covering if they wish to 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
Lack of knowledge of updated DFE guidance from parents/carers resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Comprehensive letter to parents/carers detailing measures and arrangements and a copy of this risk assessment made available for them on the website. 2. Letter to parents/carers emphasises that any pupil or member of their household who displays symptoms of coronavirus (COVID-19) MUST NOT ATTEND SCHOOL 3. Parents/carers informed that pupils will be expected to attend school in uniform. 4. Parents/carers given guidance on how the school will engage with the NHS Track and Trace process if any of the school community become symptomatic. 5. Parents/carers sent a message to inform them that the risk assessment is available on the website. 6. Parents/ carers sent a letter encouraging them to continue to undertake lateral flow testing weekly if they would like to do so and the link provided to additional information and so that they can access these test kits. 7. Parents/carers encouraged to take up vaccinations 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

Airborne spread of COVID-19

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Although from Step 4 in the government response to COVID-19, face coverings will no longer be advised for staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred.
2. Where staff/ visitors are in enclosed and crowded spaces, face masks will continue to be recommended (but not required).
3. Face coverings recommended on school transport for members of staff/ visitors.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Mixing between classes during playtimes and lunchtimes resulting in potential transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staggered playtimes and mealtimes in the hall which will result in fewer children playing together across different classes
2. Playtime equipment – rotated daily to allow for cleaning between groups
3. Games discussed, encouraged and played which encourage social distancing – traditional playtime games etc
4. Outdoor equipment not used unless cleaned between groups of children and each child keeps an individual piece of equipment.
5. Staff supervision throughout by teachers and TPs and (HT & DHT) – actively encouraging positive playtimes
6. All children to wash hands immediately following play and lunch time before returning to classrooms/ desks

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Lack of social distancing in the corridors and shared spaces resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children access classrooms from outside from external classroom door
2. One child going to the toilet at one time and supervision in place. Agree instructions with children concerning going to and returning from the toilet. Pupils access the toilet throughout the day to avoid congestion.
3. Messages to office via internal phones where possible.
4. Staff use break out areas to maximise the distance between each other and stagger breaks in the staff room
5. Children encouraged to walk with their hands by their sides (not brushing walls/ doors)
6. Pupils/ adults continue to maintain 2m from each other where possible.
7. Adults to wear face masks when using communal areas (staff room, when visiting the school office or the toilets and when walking around the corridors) if they wish to.
8. Whole school assemblies. Assemblies led by SLT/ key stage leaders will be held in the school hall with a 2m gap between each class group. Doors and windows in the hall will remain open to ensure good ventilation.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>IN YEAR 2 -6</u></p> <ol style="list-style-type: none"> Children to have individual learning packs. Tubs of resources for individuals if needed – maths cubes/ Numicon etc Resources washed in sterilisation solution each night and left to dry if not same person using them the next day Tables, door handles and other surfaces cleaned twice a day Lessons planned so resources are individual and not shared where possible – or on a white board Resources on tables ready for lesson and not distributed within the lesson Plastic packets (zippy) bags or trays used for individual resources Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson <p><u>IN YEAR R and Y1</u></p> <ol style="list-style-type: none"> Each child to have individual resources where possible (pencils, pens, whiteboards) Resources for independent learning activities, encouraged to be those with harder surfaces that can be cleaned between groups and washed in sterilisation fluid at the end of each school day or those that can be machine washed. Children to be encouraged to wash their hands before engaging in any independent learning and again after each session. If any shared resources (ie Numicon etc..) are used, children to be given their own sets where possible and again follow the process of handwashing before and after use. All shared resources to be washed in sterilisation fluid at the end of each school day. Tables, door handles and other surfaces cleaned twice a day 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified			
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have a known class teacher and TP that they can talk to if they are worried about anything. 2. Additional time built into the curriculum to support the children’s emotional need with lots of opportunities for talk to each other and to adults. 3. Staff will provide nurture and support if a child is in distress and needs emotional support. Staff will observe strict hygiene (hand washing) during the day and after any support is given. 4. Talk time therapy and Therabuild sessions organised to support identified children where appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified**Emotional distress of the staff – including anxiety****Existing level of risk**

Consider current level of risk

HIGH**MEDIUM****LOW****NEGLIGIBLE****Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Inclusion in risk assessment process (whole school plan shared and staff have had input into weekly meetings)– input into hazard identification and control measures
2. Staff meeting to discuss concerns and share control measures
3. Sharing of support helplines – Ben Bishop to offer counselling support for any staff that would appreciate this time.
4. Risk assessments reviewed after day one, week one and weekly after that – this is a flexible document and amendments will be added as appropriate.
5. Office staff to be limited wherever possible to the office area
6. Staffroom and office limited in number
7. Glass screen in office to remain closed
8. Only office staff and one member of staff from each bubble group allowed in office to collect photocopying. Staff to stay on left side of marked tape.
9. Deliveries supervised by member of office or SLT with controlled entry point if needed
10. Visitors do not sign in with the same pen – Disinfected after use
11. Hand sanitizer in the entrance for visitors, deliveries and staff
12. Regular communications that those who have coronavirus symptoms are not to attend school
13. Information shared with staff about testing available for those who have symptoms provided by HT
14. Staff are to leave promptly at the end of the school day (by 6:00pm at the latest) for own mental wellbeing and in order to allow a thorough cleaning of the site
15. **Vulnerable staff – work in school with strict 2 metre distancing measures (where possible) in place**
16. Staff understand how they are able to book a test if they display any symptoms
17. Staff are aware of how to inform the school immediately of the results of any test and how to self-isolate if necessary
18. Staff to undertake rapid flow testing twice weekly.
19. Governing body and SLT to have regard for work-life balance. Updates shared at Governing Body meetings.

Remaining level of risk

Consider level of risk following use of control measures

HIGH**MEDIUM****LOW****NEGLIGIBLE**

Hazard Identified

Contamination of PE equipment resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. PE kit to be worn into school on PE days to minimise need for changing.
2. Sports equipment thoroughly cleaned between each class use by teacher/ TP and classes focus on different areas of the curriculum to minimise need for sharing resources across different classes.
3. More items purchased to ensure enough for individual use and to minimise sharing.
4. Outdoor PE sessions to be held wherever possible and to be prioritised in the Autumn term.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Visits to other locations resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Risk assessments of visits and journeys to be undertaken and completed by visit leaders. These must consider the venues COVID secure guidelines.
2. Hand sanitiser to be used on boarding/ disembarking coaches
3. School to contact coach company and venue prior to use, for confirmation that cleaning procedures meet Government guidelines.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Risk posed by pupils removing face masks in school resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Some pupils have and may continue to wear face coverings to school. We will support this if this gives our pupils and their families some reassurance. However the risk of transmission should these be removed is heightened. Therefore, a clear procedure about how to do this is required:
2. Before removing a face covering, the wearer will need to wash their hands thoroughly.
3. They must remove their own covering.
4. They must place their face covering in a sealed plastic bag which should then be placed in their school bag.
5. The wearer will then need to repeat the handwashing process.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

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

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All surfaces, handles, toilets and shared equipment will be cleaned twice each day using sterilisation solution
2. Some resources (such as home school reading books) will be rotated and left to de-contaminate for 72 hours after cleaning to reduce the risk of indirect transmission
3. Soft furnishings and soft / cloth toys will be removed from use in classrooms or washed regularly to reduce any potential contamination.
4. **Additional cleaning of surfaces prior to opening (deep clean has already occurred prior to school opening) This is being repeated daily.**
5. **All H&S compliance checks have been and continue to be undertaken according to the school H&S schedule – fire alarm, emergency lighting, fridge/freezer temps, water hygiene and the systems flushed (These continue to be completed as is our normal procedure and further checks are carried out weekly)**
6. **Legionella 'little used outlets' are flushed once per week.**
7. **Thorough deep cleaning of rooms, toilets and any shared spaces used at the end of the day**
8. Senior leaders conduct daily review of cleaning and check that correct products are being used and procedures have taken place.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
Risk of illness of vulnerable staff and family members (previously identified as clinically extremely vulnerable or clinically vulnerable) through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. During any periods of National or local Lockdown, those who are identified as clinically extremely vulnerable (and have previously been sent a letter from the government stating this) to work at home where possible. Where it is not possible to carry out their work remotely, to remain at home and shield until these periods end. Then to follow government guidance on returning to work following strict handwashing and social distancing regimes. 2. Those who were previously classed as clinically vulnerable (including pregnant members of staff before 28 weeks) – work in school adhering to strict handwashing regimes and 2 metre social distancing (where possible) from colleagues and children. 3. Those living with those that are clinically extremely vulnerable and those that are clinically vulnerable can attend school and work with children or adults adhering to this risk assessment. 4. For those children and staff that are themselves or are living with someone that was previously classed as clinically extremely vulnerable or clinically vulnerable, we suggest that they wear a face covering (mask or visor) in communal areas or in areas where 2m social distancing is more difficult to maintain. 5. For those children and staff that are themselves or are living with someone that was previously classed as clinically extremely vulnerable or clinically vulnerable, we suggest that they follow strict hygiene procedures when arriving home. Handwashing, showering and changing/ washing clothes immediately after arriving home before contact with other members of the household. 6. Carry out a risk assessment of pregnant workers who are working in school to identify any risk and measures to be taken. 7. Some pregnant workers (potentially those who are 28 weeks or more) may be at greater risk of severe illness from coronavirus, and they should stay at home as much as possible and work from home if they can. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Hazard Identified

Managing the risk of adults performing regular lateral flow tests (see also appendix 1)

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All staff have received appropriate training in self-administering an LFD test
2. The Registration Assistant will record all staff test results onto a local database as well as updating the Test Kit Log.
3. Unused tests, ready for collection are stored in a secure lockable area with ambient temperature of between 2 and 30° C.
4. Tests are collected by staff and stored in an environment between 2 and 30° C. They should not be kept in a car, fridge or any place in the home where temperatures fall above or below the recommended storage temperatures.
5. At time of use the tests temperature should be 15-30C. If it's below this then leave it at room temperature for 30 minutes before beginning the test.
6. Unused tests are stored in maintained outer packaging to prevent contamination.
7. System in place for stock control and units used, monitored by COVID Co-ordinator
8. Supply staff should be tested before they commence teaching if consent is received.
9. Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test.
10. Hands should be washed after blowing nose
11. Use the waste bag available to dispose of tissue and other waste (including test, swab, etc. after use).
12. All surfaces should be wiped clean before and after every test, to avoid contamination.
13. Staff to be communicated with that testing is only for asymptomatic identification not for those presenting with symptoms. No-one should attend site if they have COVID symptoms.
14. Tests are only for the use of the person assigned the kits - they should not be taken by anyone else
15. The testing routine will consist of two tests 3 to 4 days apart (if this isn't possible, they should be spaced apart, around staff working hours, and still conducted twice a week), testing should not take place within 30 minutes of eating.
16. Do the test alone, to avoid the risk of contamination.
17. Staff who have suffered a recent nosebleed should swab the other nostril
18. If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified

Risk of transmission from/ to contractors/ builders on the school site through direct and indirect transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Builders/ contractors adhere to their and the schools COVID-19 protocols
2. Senior leaders review contractors risk assessments before they enter the school site and weekly with the building contractors working on site
3. Building contractors working on the school site have no interaction with the pupils and work in areas that are a considerable distance away from any pupils. (Over 3m)
4. Builders and all other contractors are asked to wash/ sanitize their hands when entering or exiting the school site.
5. Gate keypad is cleaned daily.
6. For any internal school works, building contractors erect a complete floor to ceiling screen to isolate the areas that they are working in and reduce any possible transmission. They maintain at least 5m from any areas that the pupils may need to access
7. All external contractors (apart from the building company) work outside of the hours that pupils are in school and thorough cleaning is carried out if they have needed to enter the school site.
8. If any contractor or building contractor displays any symptoms of COVID-19, they are asked to stay away from the school site and to adhere to the government guidelines for testing and self-isolation.
9. School will require any contractors to have had at least one COVID vaccination prior to coming onto the school site.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Hazard Identified			
Risk of transmission from/ to supply staff/ music teachers or visiting consultants or other visitors on the school site through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Any visitors adhere to the national and schools COVID-19 protocols 2. Clear signage displaying expectations whilst on site – visitors protocol 3. All visitors are asked to wash/ sanitize their hands when entering or exiting the school site 4. Gate keypad is cleaned daily. 5. Any visitor working with the children is asked to adhere to hygiene measures (regular handwashing) and to work with the children in well ventilated areas. 6. A record of visitors kept to assist with NHS Test and Trace 7. Consistent use of same supply teacher wherever possible (if needed) – In house cover used where possible 8. If any external visitor displays any symptoms of COVID-19, they are asked to stay away from the school site and to adhere to the government guidelines for testing and self-isolation. 9. School will require any external visitors to have had at least one COVID vaccination prior to coming onto the school site. 			
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

Name of manager	Signature of manager	Date
Ruth Laing		29/8/21

Risk assessment reviews	<p>Set future review dates & sign/comment upon completion</p> <p><i>Reviewed with staff on 2/9/21</i></p> <p><i>Reviewed with Governors (Chair of health and safety committee) 30/8/21</i></p> <p><i>Will be reviewed weekly by SLT and adapted as needed or in light of local or national guidance</i></p>
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The effectiveness of these protective measures will be monitored by the SLT and evaluated by the Governing Body.

The risk assessment will be reviewed if the risk level changes following local cases/outbreak, updated guidance or the need for a further national lockdown Schools coronavirus (COVID-19) operational guidance Updated 27th August 2021