



COVID-19 Risk Assessment

Version 4.17

Woodhouse Primary School Date of Risk Assessment: June 9th 2021

This risk assessment has been completed in line with Government guidance for the challenges of operating the school with a significantly larger number of children and staff. It supersedes the previous document and will continue to be reviewed regularly as and when circumstances change. All staff will be trained/issued with the risk assessments relevant to their work and this will be recorded. Each revised risk assessment is version controlled and saved as a new dated document so that it can be retrieved at any time if required in future for an investigation.

The risk assessment demonstrates how the school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. However, If the guidance cannot be achieved after plans have been put in place then the school will consider whether specific activities or parts of the school should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act.

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary and by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> - Children allocated specific classrooms and remain in designated bubbles/groups as much as possible to prevent mixing - Children encouraged to social distance where practicable to do so - Where possible adults in school to maintain 2 metres distance from pupils and minimise time spent within 1m of anyone as a priority - (Staff to maintain 2 metre distance from all other adults as utmost priority) - Staff to avoid face to face contact within one metre of all other adults in the setting - Staff to avoid contact within one metre or longer without face to face contact in the setting) - Face coverings should be worn by staff in shared areas of the building including staff rooms when not eating or drinking (face shields should not be worn as an alternative to face coverings) - Increase cleaning regime - All workspaces will be provided with a box containing some PPE equipment (in case a person becomes symptomatic) and a first aid kit. These boxes will be regularly checked by staff and replenished when needed. - Hand washing facilities in place and pupils directed to use these. - 'Catch it, bin it, kill it' promoted for all pupils - Staff or pupils who may become symptomatic to obtain a test and if positive to stay home and self-isolate for 10 days. Public Health to be informed of positive test and close contacts/ bubbles to also self-isolate on advice of public health. 	<p>SBM/ Site staff/Cleaning staff/Admin</p> <ul style="list-style-type: none"> - Establish a record of cleaning - Make up cleaning bundles for each 'bubble' ICT suite, Study Centre and staff room with some PPE equipment - Wedges to be used with doors that need to be kept open - Ensure First Aid kit in situ in each room - Regular cleaning throughout the day including toilets and annotate toilet cleaning record - Ensure hand sanitisers in each room and at main entrance and regularly replenished - Ensure PPE equipment and hand sanitiser in stock - Ensure staff dishwasher runs regularly on 60 degree programme - Face coverings continue to be worn in line with PH advice <p>Classroom staff</p> <ul style="list-style-type: none"> - Reminders of regular hand washing and catch it, bin it, kill it'. - Regular cleaning throughout the day including sinks and tabletops - Establish regular hand washing regime throughout the day - Promote catch it, bin it, kill it approach - Staff to maintain social distancing in staff room .Pupils encouraged to social distance where practicable <p>-</p> <p>Leadership team/Admin</p> <ul style="list-style-type: none"> - Parents informed of all procedures in relation 	<p>7 Sept</p> <p>3 Nov</p> <p>17 May</p> <p>8 Mar</p> <p>14 Dec</p>	

		<ul style="list-style-type: none"> - For confirmed positive Covid cases of employees which may be work related to be reported to the schools H&S team. - Windows to be opened each morning to allow adequate ventilation. - Doors can be propped open to allow ventilation. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. For rooms with no ventilation, doors to be propped open to increase air flow from outside of the room. - With regard to the use of air conditioning ,units can be in operation but MUST be supplemented with an outdoor air supply to enable fresh outdoor ait to circulate - The new variant of COVID19 is more likely to spread easier and therefore bubbles will be contained as must as possible. - Staggered times for staff to use staff room and facilities to ensure social distancing - School will have gel dispensers at main entrance and exits and in classrooms - Gloves available for staff use where necessary - Regular cleaning of key touch points such as door handles – will be continually done by the site manager/cleaning and classroom staff during the day - Minimal exchange of equipment between teachers and any equipment passed between teachers will be cleaned before use - Minimise materials being taken home by pupils or brought in to mitigate the risks – - Staff encouraged to participate in regular LFT(lateral flow tests) x 2 wkly and in the event of a positive result arrange a PCR test 	<p>to Covid</p> <ul style="list-style-type: none"> - Staff and pupil groupings to be organised - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school. <p>Identify which resources can be taken home i.e reading books and PE kits</p> <ul style="list-style-type: none"> - <p>Key staff participate in LFT training LD/AEC organise LFT schedule</p>	<p>23 Oct</p> <p>9 June 21</p> <p>15 Mar 21</p>	
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Pupil attendance	Pupils	<ul style="list-style-type: none"> - School attendance will be mandatory from 8 March with exception of CEV pupils in receipt of shielding letter. 	Leadership team Communicate to parents re attendance expectations and reminder of first day calling procedures	8 Mar 21	
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Desks arranged to seat pupils side by side and facing forwards where possible Y2 - Y6. - Year groups allocated to bubbles with minimal movement around school to prevent mixing and contact - Windows are opened regularly for good ventilation (see above) - Bubbles to be limited with regular staff and pupils to prevent mixing and contact but adults can operate across different classes and bubbles to facilitate the delivery of the school timetable and full educational offer. - Older children to be encouraged to keep their distance within groups - It is acceptable for younger children not to distance within their group although this will be encouraged - Classrooms to be accessed/egressed externally where possible - Classrooms to be regularly cleaned and cleaning supplies available in the classroom including wiping down phones after every use - Equipment in ICT suite to be wiped down after use by individual group 	Classroom staff <ul style="list-style-type: none"> - Y2 -Y6 arrange desks to face forwards side by side where possible and practical - Limit soft furnishings to be used in classrooms removed to storage and labelled - Staff to open/close windows and doors each morning/afternoon Leadership Team/Admin <ul style="list-style-type: none"> - Parents informed of drop off/collection - Inform staff of their responsibilities incl. sanitising phones, equipment etc Classroom staff <ul style="list-style-type: none"> - BL/AY or supporting staff to wipe down ICT equipment thoroughly after use (alternative staff member to be identified within the bubble if BL unavailable) 	Oct	
Provision in Reception/Y1	Staff, Pupil Visitors	<ul style="list-style-type: none"> - Personal contact cannot be avoided in the setting - Minimise the use of resources which have soft furnishings 	YR/Y1 team to consider use of resources whilst ensuring the high quality teaching and learning can be implemented	8 Mar	
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. - Adults encouraged not to mix on the corridors or hold conversations in these smaller spaces. 	Leadership Team <ul style="list-style-type: none"> - Staggered lunches/breaks continue 	7 Sept Nov 20	

		<ul style="list-style-type: none"> - Face coverings should continue be worn when moving around the school in line with PH advice - Children to be accompanied in groups by adult - Discourage pupils from undertaking errands unaccompanied 		17 May	
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Allocate specific toilets for bubble use to be used ONLY by designated group(s) - Pupil to access toilets individually and wash hands thoroughly after use - Available hand washing facilities within all toilet spaces and encouragement to use these facilities - Pupils shown how to discard paper towels appropriately - Regular emptying of bins - Classes to use usual cloakrooms and to be taught routines/expectations re tidiness and responsibilities 	Site Staff/Cleaning staff <ul style="list-style-type: none"> - Regular cleaning and emptying of bins - Regular cleaning of toilets throughout the day Classroom staff <ul style="list-style-type: none"> - Regular reinforcement of handwashing - Establish expectations and responsibilities for toilet use and cloakroom tidiness Leadership team/Admin <ul style="list-style-type: none"> - Allocate toilet facilities and label 	7 Sept	
Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes and allocate play spaces and times to bubbles and groups - Continue to encourage pupils to keep their distance where possible. - Toys and equipment should not be shared between groups unless cleaned in-between. - Adaptations to contact sports such as football and basketball have been introduced - Clean handrails in KS 1 play area after each bubble 	Site Staff/Cleaning staff Trim Trail allocated to one KS2 class per week Leadership team Establish rota for lunchtimes and playgrounds Classroom staff Pupils to be provided with rules for contact sport and other non-contact activities – ABa to co-ordinate Identify staff member in the bubble to wipe handrails in KS1 playground after use	19 Apr 4 May	
Resources and equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - For individual and very frequently used items eg pencils/pens, staff and pupils to have their own items - Classroom resources such as books or games can be shared within the bubble and require regular cleaning. - Resources shared between classes/ bubbles require frequent cleaning and should either be cleaned between each bubble or allow them to be unused for a period of 48 hours (72 hours for 	<ul style="list-style-type: none"> - Create individual pupil packs with frequently used items 		

		<ul style="list-style-type: none"> plastics) - Equipment from home should be limited to essentials such as; lunch boxes, hats, coats, books, stationery and a small bag. 			
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pickup/ drop off times and points - One way system for drop off and collection from Daisy Rd (DR) AND Ashlea Ave (AA) entrance - Parents/pupils to be encouraged to walk to school - Parents/carers to be encouraged to arrive punctually but not too early and NOT to gather at the gates - Collecting adults should continue to wear a face covering whilst in the school grounds - Staff to supervise DR and AA entrance/exits 	Leadership team <ul style="list-style-type: none"> - Establish a plan for drop off and collection, staggering start and finish times - Establish rota for start and end of the day Site staff <ul style="list-style-type: none"> - Mark 1m+ distance points at entrance points - Create cordon from AA entrance to create one-way system - Close school car park from 8.30am –3.45pm to create one way system from DR entrance - Face coverings worn as unable to guarantee social distance of 2m+ 	7 Sept	
Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Staggered school mealtimes for each 'bubble' - Sandwich option to be offered as school meal option - School meals to be delivered to and eaten in classrooms 	SBM/Site staff <ul style="list-style-type: none"> - Agree procedures for deliveries with Site Manager 	7 Sept	
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call/email the school instead of face to face. - Children to enter the school via designated entrances and avoid main reception 	Leadership Team/Admin <ul style="list-style-type: none"> - Communicate face to face procedures with parents and put up signs as a reminder 	7 Sept	
Clinically vulnerable and critically extremely vulnerable (CEV)	Staff, pupils, visitors	<ul style="list-style-type: none"> - Shielding paused on 1.4.21 Individual risk assessments continue to be in place for staff and pupils who are CEV to support them to work in school. Discussion documented including the measures in place in the workplace to make it as safe as possible for them. - CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks 	Leadership team <ul style="list-style-type: none"> - Refer to National/LA guidance issued by Public Health 	1 Apr 21	

		<ul style="list-style-type: none"> with other health concerns) - Risk assessment undertaken with staff who are clinically vulnerable 			
Administering of medicines		<ul style="list-style-type: none"> - must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging. - Parent to wear disposable gloves - bag to be wiped with anti-viral wipes and stored safely. - Admin to inform the child's bubble that medication needs to be administered and it will be an adult in the bubble who administers it. Should the medication need to be sent home at the end of the day it will be given to the child. 	<ul style="list-style-type: none"> - Admin - Ensure staff familiar with procedures for administering medicine 	8 Sept	
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring social distancing within staff communal areas to prevent the spread across the staff. - All meetings to be held following social distancing protocols 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure if they are unable to attend work 		
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - The Medical Room has been Identified as the appropriate area which will be used for isolation of children or staff showing symptoms. The disabled toilet adjacent has been identified for use in this situation. 	-		
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - Children displaying symptoms to be taken immediately to the Medical Room – Medical Room door to be opened and the window in the Reprographics room to be opened; Reprographics and Activity Studio doors to be closed and sign to 	Leadership team /SBM/Admin <ul style="list-style-type: none"> - Communicate procedure to cleaning down the medical room following use by anyone showing symptoms - Ensure contact information up to date - Follow latest guidance issued by Public Health 	17 Sept	

		<p>be placed barring entry to everyone. If weather is fine, supervise pupil outdoors as per health and safety advice however if other pupils are outside for break/lunch/PE the pupils must stay inside</p> <ul style="list-style-type: none"> - Parent to be contacted to collect child immediately and expected to arrange a test. Any sibling living in the same household in school will also have to leave the premises and self-isolate as per govt guidelines - - Staff supervising can enter the space - child to wear a face mask; all other staff or anyone else present to wear gloves, apron and face mask as a minimum requirement which will be kept in the Medical Room. - Disabled staff toilet to be used by child if necessary. The toilet, Medical Room and all door handles to be sanitised immediately after child has been collected by the member of staff supervising the pupil. - Parents asked to inform school of test result - Admin staff to replenish PPE equipment once the pupil has left and the room is sanitised - School to seek advice from Public Health in the event of a positive result 	Calderdale		
Contingency/ remote learning	Staff, pupils	<ul style="list-style-type: none"> - Remote learning to be readily accessible in event of closure to pupils 	Leadership team -Plan for capacity to offer immediate access to remote learning	Jan 21	

Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - There will be no gatherings beyond the class bubbles 			
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for intimate care only. - PPE readily available to all staff - Policy and procedures already in place for children with intimate care need (PPE to continue to be used in usual way) - 	Leadership team <ul style="list-style-type: none"> - Ensure staff aware of the requirements for PPE and provide information for their safe usage and availability. - Ensure PPE equipment for staff dealing with those with symptoms readily accessible 	7 Sept	
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - Home visits only to be carried out in extenuating circumstances and to be approved by member of SLT - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Hand sanitiser provided for staff required to conduct home visits - Visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner) 	-		
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 1m+. - Visitors should be advised to wear face coverings. 	Admin staff (SBM to set up) <ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to sign a 'non-symptom' declaration when signing in. 		

Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure PPE equipment readily available for those who are required to carry out physical restraining - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. 	Leadership team <ul style="list-style-type: none"> - Ensure staff know to log 'close contact' incidents 		
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	Admin Team Any tissues/waste from those with symptoms to be bagged up and stored in named wheelie bin for 72 hours prior to collection		
Lateral Flow testing	Staff,	<ul style="list-style-type: none"> - Those employees who have agreed to be a part of the lateral flow testing to be tested twice weekly. - Waste from these tests can be disposed of in general waste bin - Staff who test positive from such test will need to self-isolate and arrange a confirmatory PCR. If PCR test is negative, isolation, and that of close contacts, will end once confirmed with PH team. School leadership to inform those affected - Those who are symptomatic must not attend school and should self-isolate. 		1 Apr	
Educational Visits	Pupils, staff, visitors, public	<ul style="list-style-type: none"> - Educational day visits can take place, in line with national COVID secure regulations - Guidance at the time of this risk assessment advises against all residential Educational Visits 	Continue to review guidance.		
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Fire drill conducted 23.3.21 - Security on external gates and perimeter to be 	Site Staff/HT/DHT <ul style="list-style-type: none"> - Usual checks to continue - School car park closed from 8.30am –3.45pm to enable safe evacuation of building 	7 Sept	

		monitored by senior management and the site manager as the school will be more accessible with staggered starts etc.			
Use of the school swimming pool	Staff and pupils	See separate risk assessment		6 May 2021	

Assessors Name:.....

Assessment Review Date:.....

Review and updates audit trail

Date:	Update	Actions	Completed
1.3.21	Version 4.12	Amendments for wider opening on 8.3.21	LD
15.3.21	Version 4.13	Changes to reference requirement for confirmatory PCR test after + LFT	LD
29.3.21	Version 4.13 Reviewed but no changes	Communicate to staff	LD
1.4.21	Version 4.14	<ul style="list-style-type: none"> • Changes to CEV staff and pupils due to pausing of shielding • Amendments to 	LD

		<p>changes to isolation following + LFD and negative PCR test – Public Health to be consulted</p> <ul style="list-style-type: none"> • Use of Trim Trail – KS2 class 	
28.4.21	Version 4.14	<ul style="list-style-type: none"> • No changes 	LD
10.5.21	Version 4.15	<ul style="list-style-type: none"> • Adaptations to contact sports such as football and basketball have been introduced • Use of swimming pool – separate risk assessment 	LD
28.5.21	Version 4.16	<ul style="list-style-type: none"> • Continue to use face coverings – PH advice in light of higher cases in surrounding boroughs and the prevalence of the Indian variant 	LD
9.6.21	Version 4.17	<ul style="list-style-type: none"> • Reference to use of air conditioning and necessity for an outdoor air supply to enable fresh outdoor air to circulate 	LD

Further Guidance

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[COVID-19: suggested principles of safer singing](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)