



## COVID-19 Risk Assessment

Version 5.1

**Woodhouse Primary School      Date of Risk Assessment: September 13th 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.



		<p>Public Health. This may involve contact tracing at school level.</p> <ul style="list-style-type: none"> <li>- face coverings requirement has been removed however the government expect and recommends they are worn in enclosed and crowded places with people you don't normally meet with such as on public transport</li> </ul>	<p>comfortable wearing face coverings and the school should encourage the use of these.</p> <ul style="list-style-type: none"> <li>- Outbreak management plan may reflect the use of face coverings if there is an outbreak and, in such instances, public health would advise.</li> </ul>		
<b>Ventilation</b>	Staff, Pupils Visitors,	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by.</p> <ul style="list-style-type: none"> <li>- With regard to the use of air conditioning ,units can be in operation but <b>MUST</b> be supplemented with an outdoor air supply to enable fresh outdoor ait to circulate</li> <li>- For natural ventilation the windows should be opened and in cooler weather should be left open just enough to provide constant background ventilation and opened wider during breaks to purge the air. Allow flexibility for staff and pupils to wear additional suitable indoor clothing. Non- fire safety doors can be propped open to allow ventilation</li> <li>- Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.</li> <li>-</li> </ul>			
<b>Use of Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>- Pupils encouraged to wash their hands regularly</li> <li>- Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied.</li> <li>- Desks should be spread out and face forwards (Y2-Y6) wherever possible to maximise space</li> </ul>	<p><b>Classroom staff</b></p> <ul style="list-style-type: none"> <li>- Staff to open/close windows and doors each morning/afternoon and at breaktimes if the weather is inclement</li> <li>- Supporting staff to wipe down ICT equipment thoroughly after use</li> </ul>	6 Sept 21	

		<p>between individuals although space is limited in most classrooms.</p> <ul style="list-style-type: none"> <li>- Equipment in ICT suite to be wiped down after use by individual group</li> </ul>			
<b>Provision in Reception/Y1</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- Promotion of handwashing</li> </ul>		6 Sept 21	
<b>Use of Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Regular cleaning of touch points</li> </ul>	-	6 Sept	
<b>Use of toilets and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Designated toilets for each year group</li> <li>- Available hand washing facilities with soap and warm water with encouragement/expectation to use these facilities regularly and prior to eating.</li> <li>- Regular cleaning of the toilet area touch points.</li> <li>- Pupils shown how to discard paper towels appropriately</li> <li>- Regular emptying of bins</li> <li>- Classes to use usual cloakrooms and to be taught routines/expectations re tidiness and responsibilities</li> </ul>	<p><b>Admin</b></p> <ul style="list-style-type: none"> <li>- <b>Label toilets</b></li> </ul> <p><b>Site Staff/Cleaning staff</b></p> <ul style="list-style-type: none"> <li>- Regular cleaning and emptying of bins</li> <li>- Regular cleaning of toilets throughout the day</li> </ul> <p><b>Classroom staff</b></p> <ul style="list-style-type: none"> <li>- Regular reinforcement of handwashing</li> <li>- Establish expectations and responsibilities for toilet use and cloakroom tidiness</li> </ul>	6 Sept	
<b>Use of the playground and outdoor play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Outdoor spaces designated to specific year groups on a rota</li> <li>- Playground equipment allocated to each year group for outdoor use</li> <li>- Individual skipping ropes for pupils</li> <li>- Clean handrails in KS 1 play area after each break</li> </ul>	<p>Trim Trail and Pirate ship allocated to one KS1/2 class per week - ABa</p> <p><b>Classroom staff</b></p> <p>Identify staff member on duty rota to wipe handrails in KS1 playground after use</p>	6 Sept 21	
<b>Resources and equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Minimise sharing of resources between classes /year groups where practical and cleaned between each class or allow them to be unused for a period of 48 hours (72 hours for plastics)</li> </ul>	<ul style="list-style-type: none"> <li>- Books and other shared resources can be taken home although unnecessary sharing should be avoided. NF to implement a system of rotating these resources if required.</li> </ul>	6 Sept 21	

<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Parents/ carers informed of pickup/ drop off arrangements</li> <li>- Staff to supervise DR and AA entrance/exits</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Establish a plan for drop off and collection</li> <li>- Establish rota for start and end of the day</li> </ul>	6 Sept	
<b>Catering and use of exiting food hall</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Resume serving hot lunches in school hall</li> <li>- Wipe down tables/surfaces at changeover points</li> <li>- Hygiene standards to be maintained</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Establish rota for lunchtime arrangements</li> </ul>	6 Sept	
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- Parents encouraged to contact the school by other means than face to face.</li> <li>- The design of the reception area does create a barrier between front facing staff and others.</li> </ul>	<b>Leadership Team/Admin</b> <ul style="list-style-type: none"> <li>- Communicate face to face procedures with parents and put up signs as a reminder</li> </ul>	6 Sept	
<b>Clinically vulnerable and critically extremely vulnerable (CEV)</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- 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.</li> <li>- CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns)</li> <li>-</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Refer to National/LA guidance issued by Public Health</li> </ul>	7 Sep	

<b>Administering of medicines</b>		<ul style="list-style-type: none"> <li>- must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging.</li> <li>- bag to be wiped with anti-viral wipes and stored safely.</li> <li>- Admin to inform the child's class teacher that medication needs to be administered and the child should be sent to the office at the designated time for administration . Should the medication need to be sent home at the end of the day it will be given to the child.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Admin</b></li> <li>- Ensure staff familiar with procedures for administering medicine</li> </ul>	6 Sept	
<b>Staff contingency arrangements</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Staff meetings to continue in a large space</li> </ul>	-	6 Sept	
<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	-		
<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- 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 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</li> <li>- Parent to be contacted to collect child</li> </ul>	<b>Leadership team /SBM/Admin</b> <ul style="list-style-type: none"> <li>- Communicate procedure to cleaning down the medical room following use by anyone showing symptoms</li> <li>- Ensure contact information up to date</li> <li>- Follow latest guidance issued by Public Health Calderdale</li> </ul>	6 Sept	

		<ul style="list-style-type: none"> <li>- immediately and expected to arrange a test.</li> <li>- Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE( gloves, apron and face mask as a minimum requirement which will be kept in the Medical Room) Child to wear a face mask;</li> <li>- 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.</li> <li>- Parents asked to inform school of test result</li> <li>- Admin staff to replenish PPE equipment once the pupil has left and the room is sanitised</li> </ul>			
<b>Contingency/ remote learning</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Remote learning to be readily accessible in event of closure to pupils or for pupils isolating who are well enough to work</li> </ul>	<b>Leadership team</b> -Plan for capacity to offer immediate access to remote learning	6 Sept	
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- As mixing is permitted assemblies and gatherings can go ahead Any large gatherings do increase the risk of spread, and decisions to bring large groups together should be taken in that context.</li> <li>- Two year groups to attend assembly in the first instance from week 2</li> </ul>	<b>Leadership team</b> - Devise assembly rota	6 Sept	
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for intimate care only.</li> <li>- PPE readily available to all staff</li> <li>- Policy and procedures already in place for children with intimate care need (PPE to continue to be used in usual way)</li> <li>-</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Ensure staff aware of the requirements for PPE and provide information for their safe usage and availability.</li> <li>- Ensure PPE equipment for staff dealing with those with symptoms readily accessible</li> </ul>	6 Sept	

<b>Home visits into the property</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead but staff should remain cautious. and check the COVID status of the house prior to entering</li> <li>- Hand sanitiser provided for staff required to conduct home visits</li> </ul>	-	6 Sept	
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Visitors should be encouraged to socially distance</li> <li>- Visitors should be encouraged to wear face coverings.</li> <li>- .</li> </ul>	<b>Admin staff (SBM to set up)</b> <ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to sign a 'non-symptom' declaration when signing in.</li> </ul>	6 Sept	
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure PPE equipment readily available for those who are required to carry our physical restraining</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Ensure staff know to log 'close contact' incidents</li> </ul>	6 Sept	
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>	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	6 Sept	
<b>Lateral Flow testing</b>	Staff,	<ul style="list-style-type: none"> <li>- Those employees who have agreed to be a part of the lateral flow testing to be encouraged to regularly test at home.</li> <li>- Waste from these tests can be disposed of in general waste bin</li> <li>- Staff who test positive from such test will need to self-isolate and obtain a PCR test.</li> <li>- Those who are symptomatic must not attend school, should be self-isolating.</li> </ul>		6 Sept	



<b>Educational Visits</b>	Pupils, staff, visitors, public	- Educational day visits can take place, in line with national COVID secure regulations -	Continue to review guidance.		
<b>Use of the school swimming pool</b>	Staff and pupils	See separate risk assessment	<b>ABa to review and update</b>	7 Sep 2021	

Assessors Name:.....

Assessment Review Date:.....

**Review and updates audit trail**

<b>Date:</b>	<b>Update</b>	<b>Actions</b>	<b>Completed</b>
<b>19.8.21</b>	New RA created	To be shared at Staff training day	
<b>13.9.21</b>	Added request for close contacts of positive case to take LFD test	E mail staff/ school newsletter	<b>LD 13.9.21</b>
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## **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](#)