

Risk Assessment Coronavirus – COVID-19
SEPTEMBER 2021
Updated October 2021

Location / Site	Livingstone Road Primary Federation
Activity / Procedure	Opening school in Autumn term '2021 Updated October 2021 – re-opening after half term
Assessment date	1 st September 2021 Updated 28/10/21
Assessment serial number	RA_COVID21_001 Updates 28/10/21 highlighted
<p>The school has prepared this risk assessment following guidance from Central Government, BCP Council and Hamwic Education Trust.</p> <p>We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and ventilation. Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19.</p> <p>If any member of staff has any concerns, they must discuss it immediately with their Line Manager or School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of, or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils, or visitors, do not follow guidance.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Rapidly changing local situation may affect school situation	
Risk of infection from children and adults with COVID-19 (either asymptomatic or with symptoms)	

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk of injury
The school will follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).	
We will continue to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	
Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. Face coverings must be worn in communal areas and whilst moving around the school. However, Staff may wish to continue to wear a mask in other areas around the school. specific enclosed areas e.g. toilet/ staffroom and school. Visitors will be asked if they would wear a mask whilst walking around school areas, Visitors must wear masks in communal areas and whilst moving around the school, but they can remove these once sat in a well ventilated room where social distancing can be maintained.	
Anyone who is unwell, with possible COVID-19 symptoms, (staff or student) should remain at home and organise a PCR test	
Information and guidance will remain in place to minimise contact with individuals who are unwell, by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.	
Contingency plans will be introduced when directed to do so by PHE following a local outbreak	
Hand Sanitiser units to remain in place, hand sanitiser will be available on entry to the school at the reception desk and at various points throughout the school.	
Pupils, staff and visitors will continue to sanitise their hands on arrival at school.	
We will continue to promote good hygiene, by promoting the 'catch it, bin it, kill it' approach.	
Enhanced cleaning will continue after lunchtimes. All classrooms will have a lidded cleaning box with supplies to enable them to clean during the school day.	
We will encourage all staff to maintain good ventilation in rooms they are occupying. Windows will be opened and alternated throughout the day to create different airflows	
Whole school staff meetings will be held by Zoom. Smaller staff groups can meet in rooms such as school halls and meeting rooms which have the capacity to ensure that social distancing of groups can be maintained.	
Where possible, we will continue to try to answer parents' concerns/questions by email/phone or zoom. Parents/carers will be advised the offices are closed unless they have an appointment to visit. Parent visits are allowed in exceptional circumstances.	
Staff are encouraged to socially distance from visitors, meet outdoors where possible or use a well ventilated room. As above it is OK to ask visitors to wear a mask whilst walking around the building.	
Orchestras, drama and choir groups will resume – school will ensure rooms used are well ventilated and Gov guidance followed.	

<p>Use of school minibuses - hand sanitiser to be used on entering/leaving the vehicle. Full cleaning of vehicle to take place after use.</p>
<p>School trips will take place; we will undertake a risk assessment in relation to all our educational visits to ensure that DFE/ Government guidance is followed</p>
<p>We will continue to offer a remote 'home' learning package (Google Classroom) for those students who need to remain at home whilst self-isolating</p>
<p>Visitors</p> <p>All school visits, including by parents, will be by prior appointment/invitation only.</p> <p>Visitors will be asked not to attend the premises should they display any COVID symptoms</p> <p>All visitors will be asked to sanitise their hands before entering the premises and asked to wear a mask</p>
<p>Communication to parents</p> <p>Parents will be reminded that children should not attend school whilst displaying COVID symptoms. (In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others)</p> <p>Parents will be provided with a high quality remote learning offer should their child need to isolate.</p> <p>Until the end of Autumn 1 we will continue with specific drop off zones in order to limit the number of parents coming into contact with each other.</p> <p>Parents/carers will be reminded to socially distance whilst waiting at drop off/pick up points. Parents/carers will be asked to wear a mask if approaching a member of staff to speak to them.</p>
<p>Cleaning & Hygiene</p> <p>Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Additional cleaning hours will be maintained into the autumn term and cleaning schedules recorded in key areas e.g. toilets and classrooms.</p> <p>Pupils will share essential resources in table groups within their classroom. In years 3-6 children should have their own set of regularly used resources in a pencil case.</p> <p>All classrooms will have sufficient tissues and children taught to 'catch it bin it kill it'.</p> <p>Sufficient bins in all classroom areas – ideally these should be lidded.</p> <p>We will ensure there are adequate stock levels of hand sanitiser and tissues are available and replenish as needed.</p> <p>Inform parents of hygiene expectations and discuss with pupils-children to hand wash throughout the day, including on entry/exit and before and after break/lunch as well as after toileting.</p> <p>Ensure that all adults and pupils:</p> <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;

- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Windows should be opened and closed at different times of the day to ensure varying air flows are maintained

Prop doors open, only where safe to do so (bearing in mind fire safety and safeguarding) Doors should be closed when a room is left and windows opened up

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus, there will be a higher risk compared to other illnesses. We will monitor the situation and as soon as we feel the risk has increased, we will notify Gemma Carr or Nikki Thorne at the Hamwic Education Trust	

Additional control measures	List any additional control measures that are required
Face masks are now optional for staff in classrooms and communal areas – we have provided face masks in the classroom cleaning boxes for staff that wish to use them. Face masks must be worn in communal areas and whilst walking around the school.	
Staff have the choice whether they maintain their classroom in a COVID-19-safe set up e.g. use a taped 2 metre teacher zone	
In case of a local outbreak staff should have a covid outbreak seating plan in place should the need arise to revert to the class layouts of 20-21 i.e. desks facing forward, bubbles etc.	
Whilst bubbles are no longer necessary school will continue to monitor the situation and where possible mixing of year groups will be limited to 2 year groups.	
Year group bubbles should be maintained unless children are outside e.g. at lunchtimes.	
Mummy first aid will continue and all classrooms will have a first aid kit and duplicate pad to record accidents. These will also be used at lunchtime. A qualified first aider can be called if needed.	
Staff are asked not to go into either school office and to either telephone or email office staff for support.	
Assemblies will be held in the hall on a rota basis with 2 year groups at a time. Zoom will be used for Friday celebration assemblies. Parents will not be invited to attend celebration assemblies at least until we return to whole school assemblies. Zoom will be used for assemblies.	
PE kits will be worn on PE days so that children do not need to get changed during the school day.	
Hot School Meals will continue – children should sit in year group tables and socially distance from other year groups whilst inside. If there are not enough tables to enable children to site in their own year groups tables must be wiped down before sharing.	
At the Infant school Reception should come to the hall at 11.50, Year 1 at 11.55 and Year 2 at 12.00 so that children are not missing in queues.	
At the junior school an additional staff room will be available in the current meeting room for Years 3 & 4 staff to use.	

Visitors should be limited to professionals or pre-planned visitors who are working with year groups. They should LFT prior to coming into school, and wear a mask until they are able to socially distance from children/adults.

Clubs can continue – lists of attendees should be maintained and where possible children should socially distance or remain in year group bubbles whilst attending the club.

School Leader's comments	Insert comments relevant to findings as appropriate
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Name of school leader	Signature of school leader	Date
Suzy Hayward	<i>S. Hayward</i>	03/09/2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
28/10/2021	J Atkinson/S Hayward	<i>S. Hayward</i>	Reviewed in light of increasing cases in locality/nationally prior to re-opening after half term

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable - Monitor. See note 1 below.
Moderate Risk	Acceptable - Subject to guidance. See note 2 below.
High Risk	Unacceptable - Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonably practical'**.

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **'so far as is reasonably practical'** and must be reduced to a minimum, commensurate with the needs of the task.