


Griffe Field Primary School – COVID-19 Primary School Risk Assessment – Autumn Term 2021.

Activity being assessed:	Returning to school after the summer break.	Location(s) affected:	Griffe Field Primary School	
Person(s) completing assessment:	Emma Mitchell	Date original assessment completed:	25 th August 2021	
Date of review:	13.09.21	Review completed by:	EM	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Transmission of COVID 19 on school site.	Pupils, staff, visitors, and the public becoming infected with COVID-19:	Staff, pupils, or visitors who have tested positive for COVID-19 via an LFD test, will need a confirmatory PCR within 2 days. Where the PCR is positive, persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms. If a staff member or pupil has a positive COVID-19 test (PCR), NHS test and trace will work with the positive case to identify close contacts. Any person arriving at school exhibiting	Have a procedure in place to isolate pupils that appear symptomatic on site until collected.-Pupil to be isolated in the Rainbow Room, staff to use full PPE, room to be cleaned after pupil leaves the room and PPE double bagged. Communicate information regarding how to obtain a COVID-19 test.	EM- Isolation procedure already in place. (Recap on INSET day)	1.09.21

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		<p><i>symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as the individual does not have COVID 19 symptoms.</i></p> <p><u>Government self-isolation guidance</u></p>			
Vulnerable staff or pupils contracting COVID-19 from being in school	Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19	If individuals (PUPIL or STAFF) are identified as clinically extremely vulnerable (CEV) an individual risk assessment will be put in place to provide adequate controls within school.	<p>Consider new staff and pupils for Autumn 21 intake.</p> <p>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees.</p> <p><u>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</u></p>	EM-01.09.21	EM-01.09.21
Ineffective personal hygiene measures	Pupils, staff, visitors, and the public becoming infected with COVID-	<p>Frequent and thorough hand cleaning should now be a regular practice.</p> <p>Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach.</p> <p>Posters are displayed by sinks to show how</p>	All pupils to wash hands or sanitise when entering the building at the beginning of the day and after break and after lunch. Hand washing	EM-procedure already in place. (Recap on	01.09.21

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	19:	<i>to effectively wash hands. Where pupils are to use hand sanitiser this should be done under adult supervision.</i>	<i>and sanitising to be completed throughout the day.</i> <i>(Suggest NHS video for handwashing)</i> <i><u>NHS video</u></i>	<i>INSET day)</i>	
<i>Possible contamination in school environment.</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times, windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened. Internal and external doors can be kept open to assist as this will increase ventilation. Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces..</i>	<i>Cleaning materials in all classrooms to ensure lunchtime cleaning of tables and high touch surfaces.</i> <i>Additional cleaning of all pupil and staff toilets are lunchtime.</i> <i>If fire doors are to be kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area.</i>	<i>EM-procedure already in place. (Recap on INSET day)</i>	<i>01.09.21</i>
<i>Possible contamination by close contact when providing first aid</i>	<i>Pupils, staff, visitors, and the public becoming</i>	<i>When providing first aid to persons in isolation appropriate PPE must be worn.</i>	<i>Consider whether goggles/visors need to be available if supporting a child who is symptomatic.</i>	<i>EM-procedure already in place.</i>	<i>01.09.21</i>

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<i>to persons in isolation room awaiting collection.</i>	infected with COVID-19:		<i>PPE in Rainbow Room-staff must restock PPE after use.</i>	<i>(Recap on INSET day)</i>	
<i>Possible contamination from a symptomatic person on site</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</i></p> <p><i>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member. Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision. Parent/carer will be contacted and required to collect pupil asap.</i></p> <p><i>Staff member supervising will then remove and dispose of all PPE (see contaminated waste) and will wash hands.</i></p>	<i>Communicate information regarding how to obtain a COVID-19 test</i>	<i>EM-procedure already in place. (Recap on INSET day)</i>	<i>01.09.21</i>
<i>Insufficient or inappropriate PPE available or misuse of PPE</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</i>	<i>(Suggest WHO video for masks)</i> <u><i>WHO video</i></u>	<i>EM-procedure already in place. (Recap on INSET day)</i>	<i>01.09.21</i>

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Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the public becoming infected with COVID-19	Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.	Define secure area-outside chair shed.	EM-01.09.21	01.09.21
Use of third-party facilities	Pupils, staff, visitors, and the public becoming infected with COVID-19	Overseas visits will not take place.			
Signature of Senior Leadership Team: Emma Mitchell			Date: 25.08.21		
Review required: 13.09.21		Review required:27.09.21	Review required: 11.10.21	Date review required: 1.11.21	

Consultation method (Mtgs, email, telephone)	Who has risk assessment been consulted with:	Dates of consultation process:	Issues identified and any action required:	Action to be completed by:	Action completed date:
	Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/H&S Advisor/Parents-Carers	01.09.21			

<i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting Person communicating – recommend HT/SLT or Line Manager</i>	<i>Communicated to: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/Parents-Carers</i>	<i>Date communicated:</i>
<i>Teams</i>	<i>Communicated/shared with teaching and support staff</i>	<i>25.08.21</i>
<i>Face to face</i>	<i>Communicated/shared with teaching and support staff</i>	<i>01.09.21</i>
<i>Face to face</i>	<i>Premises and cleaning teams</i>	<i>01.09.21</i>
<i>Face to face</i>	<i>Office team</i>	<i>01.09.21</i>
<i>Website</i>	<i>Parents</i>	<i>25.08.21</i>