

# TELFORD INFANT SCHOOL RISK ASSESSMENT

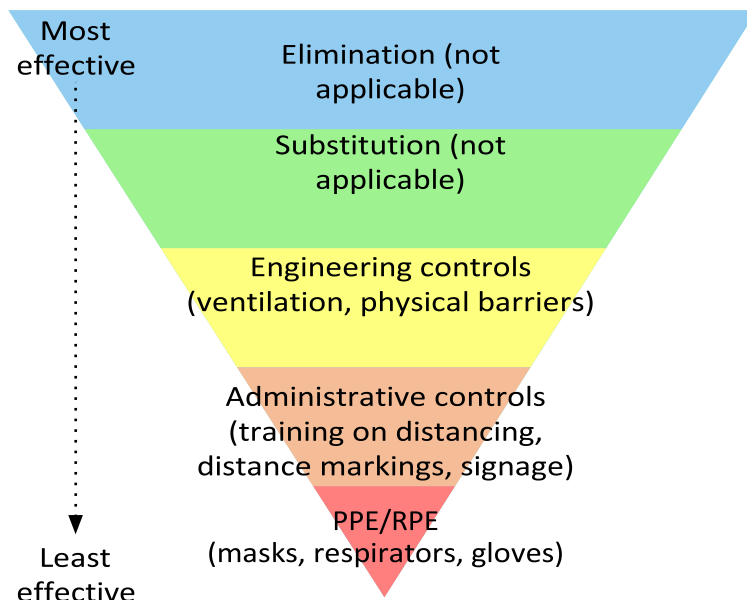


COVID-19 RISK ASSESSMENT – ACADEMIC YEAR 2021-22	
Risk Assessment for:	Day to day operation of the school
Date of Risk Assessment:	29 <sup>th</sup> September 2021
Review Date:	2 <sup>nd</sup> November 2021 – Senior Leadership Team
Risk Assessment Version:	2

This Risk Assessment recognises that the COVID-19 virus is a hazard. It also reflects that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period of time after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment concludes that if it is passed from one person to another, while many survive infection, some may die from the disease. It is regarded as a high hazard.

This risk assessment is a working document and will be formally reviewed on a regular basis. However, each scheduled review may be brought forward and changes made to school systems and processes in light of local infection rates and any other relevant considerations.

## The COVID-19 Hierarchy of Control



The COVID-19 hierarchy of control has been used to support the Risk Assessment and considers exposure of children, employees and other members of the school community who could be infected.

## Risk Matrix

The following Risk Matrix has been used to evaluate risks:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

## Outbreak Management Plan

The school will work closely with Warwickshire County Council and Public Health England regarding any positive cases of COVID-19. An Outbreak Management Plan has been created to support the school in developing responses to single cases, clusters and outbreaks of COVID-19. Where there is an outbreak further actions will need to be taken.

Triggers:

School raises concern about 2+ *linked* cases

5+ pupil cases within a year group within 5 days

10+ pupil cases across a school across a number of year groups within 5 days

5+ staffing cases, or fewer if impacting on the capacity of the school to operate

## Risk Assessment

Who may be harmed? (exposed to COVID-19)	How might they be harmed? (by Covid-19)	What control measures are in place to reduce/prevent exposure to COVID-19?	Considering the controls, what is the level of risk?	Do you need to do anything else to control the risk?	Action to be taken and by whom?
<b>1)EMPLOYEES</b>	1.1) Employees do not know/understand the arrangements from the start of the new school year.	Headteacher to email staff the weekend before INSET to ask employees to resume Lateral Flow Testing and to provide information on Face Coverings and Handwashing.  All employees to receive a thorough briefing at INSET before the children return – this will include an overview of this Risk Assessment, an explanation of logistics for September and an explanation of the Outbreak Management Plan.	Low	Not at the moment - under constant review.	Headteacher email followed by thorough briefing at INSET.
	1.2) New employees are unfamiliar with mitigation procedures in place.	COVID-19 included in induction for all members of staff who start after September INSET.	Low	Not at the moment - under constant review.	Headteacher/SMILES Manager to ensure COVID-19 Risk assessment information included in induction
	1.3) New /expectant mothers at greater risk if infected.	Individual risk assessments completed for new/expectant mothers and mitigations put in place as identified.	Medium	Not at the moment - under constant review.	Office Manager
	1.4) Exposure to other employees who may be infected.	*All staff must use hand sanitiser or thoroughly wash their hands on entry to and exit of the school building. *Increased hand washing and/or use of hand sanitiser throughout the day should now be regular practice. Hand sanitiser available widely across the school and staff are provided with a small hand sanitiser bottle to attach to their lanyard *Respiratory hygiene – continue to promote 'Catch it-Bin it-Kill it'. *Face coverings are no longer required but staff may choose to wear them in communal areas or when at an interface with visitors/parents. *PPE to be used when administering First Aid, intimate care or supporting a child with COVID-19 symptoms. *Common touch points to be additionally cleaned each day. *Any shared equipment, eg. office phones, Lilac Room desk, to be cleaned with antiseptic surface wipes after use.	Medium	Not at the moment - under constant review.	Headteacher to brief all staff at INSET and then provide frequent reminders.  All staff are responsible for following control measures identified in this Risk Assessment and for alerting the

		<p>*Staff to ensure thorough ventilation of all rooms in school. This must be natural fresh air flow - not the use of fans.</p> <p>*CO2 monitors will be in operation as soon as they have been provided by the DfE.</p> <p>*Twice weekly Lateral Flow Testing to resume, prior to the return to school.</p> <p>* Full vaccination of staff to be strongly encouraged.</p> <p>*Staff to social distance as best they can from each other, particularly when working with colleagues outside of their year group.</p> <p>* Ensure that all staff understand that those who have COVID-19 symptoms must not attend school in any circumstances and must take a PCR test asap.</p> <p>*Ensure that staff understand the procedures to be followed if they are a close contact for a positive COVID-19 case.</p> <p>*Ensure all staff understand how to report symptoms, possible exposure concerns and test results.</p> <p>*Ensure most current government and Warwickshire County Council guidance is being followed.</p> <p>*CPD and TA meetings to be held in the school hall with staff social distancing. TEAMS may also be used as an alternative.</p> <p>*Hall will be in use by the children at lunchtimes: Weather permitting - staff may wish to eat lunch outside in the front playground between 12 and 12.30pm or at any time during the lunchbreak in the 'Quiet area' behind the school garden.</p> <p>*Reduce capacity of staff room to promote social distancing.</p> <p>*Teachers to meet for PPA in the staffroom as Lilac Room can be cramped and ventilation is poor due to positioning of windows.</p> <p>*School Office must not be overcrowded. 3 members of the Office Team plus 1 additional member of staff 'passing through' eg. to use photocopier, check pigeon hole, obtain parent contact details etc.</p>			<p>Headteacher if there are any issues.</p> <p>Headteacher to brief all staff at INSET and then provide frequent reminders.</p>
	1.5) Exposure to virus through close interactions between employees and children	<p>*Ensure children use hand sanitiser/wash hands when entering or exiting the building and wash their hands frequently throughout the day.</p> <p>*Limit close contact as much as possible whilst still ensuring full delivery of the curriculum.</p> <p>*Common touch points to be additionally cleaned each day.</p> <p>*Ventilation of all rooms in school (natural air flow - not fans).</p> <p>*If children display COVID-19 symptoms they should be taken to the Lilac Room or, if appropriate, taken to a quiet place outside to wait. PPE must be worn by the member of staff caring for them. Maintain 2m distance and contact parents to collect and get them PCR tested asap. If the Lilac Room is used it must be deep cleaned before being used again.</p>	Medium	Not at the moment - under constant review.	<p>Headteacher to brief all staff at INSET and then provide frequent reminders.</p> <p>School Business Manager/ Caretaker to maintain supplies of sanitiser,</p>

		<p>Parents should wait for their child outside the main school entrance and the child taken through the Fire Doors leading to the Reception Outdoor classroom and around the outside of the school to meet their adult,</p> <p>*Limit use of shared equipment and clean items before returning to central storage using antiseptic wipes or disinfectant spray.</p>			disinfectant spray etc.
	1.6) Exposure to members of the public (parents/visitors/other professionals) who may be infected	<p>*Limit visitors to the school site as much as practically possible.</p> <p>*Open Mornings for prospective parents are now taking place after school rather than during a morning session. These take the form of an escorted tour of a limited number of families. All adults are expected to wear face coverings whilst indoors unless they are exempt.</p> <p>*Encourage parents to social distance and wear face coverings at all times whilst on site.</p> <p>*Hand sanitiser to be used on entry/exit of the building.</p> <p>*Common touch points to be additionally cleaned each day.</p> <p>*Ventilation of all rooms in school (natural air flow - not fans).</p> <p>*Wherever possible use of large rooms, eg. classroom (after school), hall for meetings to ensure social distancing is in place.</p> <p>*Ensure that all visitors/parents understand that those who have COVID-19 symptoms must not attend school under any circumstances and must get a PCR test asap.</p> <p>*Ensure most current guidance is being followed.</p> <p>*Office staff to liaise with visitors at main entrance door. When visitors do need to enter the building they must social distance and/or use the plastic screen to limit the exposure to office staff.</p> <p>*Any shared equipment to be cleaned with antiseptic surface wipes.</p> <p>*There are no off site visits planned which involve transport before this Risk Assessment is due to be reviewed. Any proposed off site visits must be discussed with the Headteacher and EVC Leader before being booked. All off site visits must be fully risk assessed to include control measures (e.g. hand washing, social distancing) for minimising the risk of exposure to COVID-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will be deemed high risk and shall not be booked or go ahead.</p>	Medium	Not at the moment - under constant review.	<p>Headteacher to brief all staff at INSET and then provide frequent reminders.</p> <p>Office staff to ensure all visitors understand control measures.</p> <p>Phase Leaders to liaise with Headteacher and External Visits Coordinator regarding any proposed visits.</p>
	1.7) Exposure to virus through close interactions between employees whilst using welfare facilities	<p>*Disinfectant spray to be available to clean touch points in communal areas - shared equipment in the staff room, toilets, as well as hand sanitiser.</p> <p>*Staff encouraged to limit numbers in the staff room – see 1.4.</p> <p>*Outdoor areas of school to be made available for staff to take breaks whilst the weather permits.</p> <p>*Doors and windows to be opened to facilitate ventilation.</p>	Medium	Not at the moment - under constant review.	Headteacher to brief all staff at INSET and then provide frequent reminders.

	1.8) Repeated interactions for increasing amounts of time in places where people find it difficult to avoid one another	*Ensure staff understand the need to limit close interactions by avoiding spaces in school when they are crowded, eg. staffroom, around the photocopier, toilets.	Medium	Not at the moment - under constant review.	Headteacher to brief all staff at INSET and then provide frequent reminders.
	1.9) Clinically Vulnerable/ Clinically Extremely Vulnerable staff might be more susceptible to enhanced risk from the virus	*Review individual Risk Assessments and look at ways to reduce risk in their working environment.	Medium	Not at the moment - under constant review.	Headteacher and Deputy Headteacher to meet with CV/CEV staff.
	1.10) Cleaning Contractors exposed to others in school who may be infectious. Cleaning Contractors at risk due to the nature of their role.	*Goldcrest to advise School Business Manager of any further control measures required.	Medium	Not at the moment - under constant review.	School Business Manager to liaise with Goldcrest as needed.
<b>Who may be harmed? (exposed to COVID-19)</b>	<b>How might they be harmed? (by Covid-19)</b>	<b>What control measures are in place to reduce/prevent exposure to COVID-19?</b>	<b>Considering the controls, what is the level of risk?</b>	<b>Do you need to do anything else to control the risk?</b>	<b>Action to be taken and by whom?</b>
<b>2)PUPILS</b>	2.1) Exposure to other pupils who may be infected/through close interactions	<p>*Hand sanitiser/hand washing on entering/exiting the building and regularly throughout the school day (specifically after lunch and break times).</p> <p>*Ensure parents are aware of the need to keep unwell children at home and to get PCR test if showing Covid-19 symptoms.</p> <p>*Ensure that staff know how to isolate unwell children showing Covid-19 symptoms and to contact parents, asking them to arrange PCR test.</p> <p>*Common touch points to be additionally cleaned each day.</p> <p>*Where not impacting on learning, limit use of shared equipment and</p>	Medium	Not at the moment - under constant review.	All staff to ensure children follow control measures and follow up any children showing symptoms with immediate effect.

		<p>clean items before returning to central storage eg., iPads, antiseptic surface wipes.</p> <p>*Ventilation of all rooms in school (natural air flow - not fans).</p> <p>Whilst Bubbles are no longer recommended under the latest DfE guidance the Warwickshire Local Authority guidance issued in August 21 states that 'The Local Authority and local Public Health will continue to support schools that want to keep some mitigations/measures in place to minimise/prevent transmission of infection, such as consistent groupings.' After much consideration it has been decided to continue to limit contact between year groups until after half term (to be reviewed 2<sup>nd</sup> November). This arrangements will not have a negative impact in teaching and learning.</p> <p>*Children will remain in their Year Group areas of school, including use of toilets.</p> <p>*Lunches – arrangements have been made which will allow each year group to eat a hot meal in the hall using a 'sitting' system.</p> <p>*Reception can undertake their supervised half class visit/walk around school accompanied by their teacher and TA but will social distance from KS1 children where possible during this activity. KS1 can undertake a similar activity if Phase Leaders want them to experience this.</p> <p>*Years 1 and 2 will continue with their separate morning playtimes.</p> <p>*Only Reception to use the front playground and outdoor classroom. They can make use of the woods and school garden but only when children from KS1 are not using these areas.</p> <p>*All children can use the hall but only within their own year group</p> <p>*Assemblies – Week 1 on TEAMS.</p> <p>Weeks 2 ,3 and 4 - Year 1 in hall 3pm Mondays and Wednesdays and Year 2 in the hall 3pm Tuesdays and Thursdays.</p> <p>- Years 1 and 2 Celebration Assemblies on TEAMS at 3pm on Fridays led by Michelle Smith.</p> <p>- Years 1 and 2 assemblies led by class teacher in classrooms on other days.</p> <p>Week 5 until further notice – KS1 assemblies will involve both Year 1 and Year 2 with Year 1 sitting in the front of the hall followed a 2 metre gap and Year 2 sitting behind.</p> <p>Assemblies may include singing.</p>			All staff follow control measures. Senior Leadership Team to monitor.
	2.2) Exposure to virus through close interactions between pupils	<p>*Ensure children and staff/visitors use hand sanitiser/wash hands when entering or exiting the building.</p> <p>* Limit close contact as much as possible whilst still ensuring full delivery of the curriculum.</p>	Medium	Not at the moment - under	

	and staff who may be infected/ other visiting adults.	<ul style="list-style-type: none"> <li>*Common touch points to be additionally cleaned each day.</li> <li>*Ventilation of all rooms in school (natural air flow - not fans).</li> <li>*Ensure staff/visitors are aware of these ventilation controls.</li> <li>*If children display COVID-19 symptoms then isolate them in the Lilac Room, maintain 2m distance and contact parents to collect and get them PCR tested asap.</li> <li>*Ensure that all staff/visitors understand that those who have COVID-19 symptoms must not attend school in any circumstances and must get PCR tested asap.</li> <li>*Ensure that staff/visitors understand the procedures to be followed if they are a close contact for a positive Covid-19 case.</li> <li>*Ensure all staff/visitors understand how to report symptoms, possible exposure concerns and test results.</li> <li>*Where not impacting on learning, limit use of shared equipment and clean items before returning to central storage eg. iPads.</li> </ul>		constant review.	
	2.3) Through virus transfer on most commonly touched surfaces	<ul style="list-style-type: none"> <li>*Additional cleaning of touch points.</li> <li>*Disinfectant spray and disposable paper towels/ disinfectant wipes available to regular clean commonly touched surfaces.</li> </ul>	Medium	Not at the moment - under constant review.	All staff
	2.4) New pupils unfamiliar with mitigations in place.	Staff to ensure that children understand by explaining what needs to be done and why, as well as supporting them through each step until they get the hang of it	Medium	Not at the moment - under constant review.	Class teachers
	2.5) Through offsite visits where control measures will vary.	<ul style="list-style-type: none"> <li>*There are no off site visits involving transport planned before this Risk Assessment is due to be reviewed. Any planned off site visits must be discussed with the Headteacher and EVC Leader before being booked. All off site visits must be fully risk assessed to include control measures (e.g. hand washing, social distancing) for minimising the risk of exposure to COVID-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will deemed high risk and shall not go ahead.</li> <li>The KS1 visit to the church for Harvest has been Risk Assessed separately.</li> </ul>	Medium	Not at the moment - under constant review.	Phase Leaders, Headteacher and EVC
<b>Who may be harmed? (exposed to COVID-19)</b>	<b>How might they be harmed? (by Covid-19)</b>	<b>What control measures are in place to reduce/prevent exposure to COVID-19?</b>	<b>Considering the controls, what is the</b>	<b>Do you need to do anything else to</b>	<b>Action to be taken and by whom?</b>



			level of risk?	control the risk?	
<b>3)SMILES AFTER SCHOOL CLUBS RUN BY EXTERNAL PROVIDERS</b>	3.1) Exposure to virus through close interactions between pupils and staff who may be infected	<ul style="list-style-type: none"> <li>*Ensure children and staff use hand sanitiser/wash hands when entering or exiting the building and regularly during their time at club.</li> <li>* Limit close contact as much as possible whilst still ensuring full delivery of the curriculum.</li> <li>*Common touch points to be additionally cleaned.</li> <li>*Ventilation of all rooms in school (natural air flow - not fans).</li> <li>*Ensure club staff are aware of these ventilation controls.</li> <li>*Ensure that all club staff understand that those who have COVID-19 symptoms must not attend school in any circumstances and must get PCR tested asap.</li> <li>*Ensure that club staff understand the procedures to be followed if they are a close contact for a positive Covid-19 case.</li> <li>*Ensure all club staff understand how to report symptoms, possible exposure concerns and test results.</li> <li>*Limit use of shared equipment and clean items before returning to central storage.</li> </ul>	Medium	Not at the moment - under constant review.	SMILES Manager to liaise with SMILES Playworkers
	3.2) Exposure to other pupils who may be infected/through close interactions	<ul style="list-style-type: none"> <li>*Hand sanitiser/hand washing on entering building and leaving SMILES club.</li> <li>*Ensure parents are aware of the need to keep unwell children at home and to get PCR test if showing Covid-19 symptoms.</li> <li>*Ensure that staff know how to isolate unwell children showing COVID-19 symptoms and to inform the SMILES Manager who will contact parents, asking them to arrange PCR test.</li> <li>*Common touch points to be additionally cleaned.</li> <li>*Limit use of shared equipment and clean items before returning to central storage.</li> <li>*Ventilation of all areas used (natural air flow - not fans).</li> </ul> <p>*SMILES Breakfast Club: Reception and Year 2 children will share the hall, using the blue room dividers to demarcate areas. Year 1 children will be accommodated in the area behind the hall between the Year 1 classrooms. Junior children will be accommodated in the music area. Playworkers will disinfect these areas, as well as the designated toilets, at the end of Breakfast Club.</p> <p>*SMILES After School Club: Infant children will be accommodated in a Year group area – see 'Clubs'</p>	Medium	Not at the moment - under constant review.	SMILES Manager to liaise with SMILES Playworkers

		list drawn up at SLT. Junior children will be accommodated in the Junior School rooms.			
	3.3) Clubs run by external providers	*Control measures needed to safely run a range of After School clubs have been identified and clubs run by external providers will restart after half term. *Providers have been briefed as to the school's expectations around COVID-19. *Children from different year groups may mix at these clubs Providers will be informed if a child attending their club tests positive.	Medium		Headteacher, School Business Manager and PE Leader.
<b>Who may be harmed? (exposed to COVID-19)</b>	<b>How might they be harmed? (by Covid-19)</b>	<b>What control measures are in place to reduce/prevent exposure to COVID-19?</b>	<b>Considering the controls, what is the level of risk?</b>	<b>Do you need to do anything else to control the risk?</b>	<b>Action to be taken and by whom?</b>
<b>4) PARENTS/ CARERS</b>	4.1)Exposure to staff or pupils who are infected.	*Routine appointments with parents will be held virtually or by phone if possible. *Reception visits on the first 3 days of term have been risk assessed separately following the safe and successful arrangements put in place at the start of last academic year.	Medium	Not at the moment - under constant review.	Headteacher to inform and remind parents of control measure through Newsletters.  EYFS Leader to ensure arrangements for Reception parent and child visits are followed.
	4.2)Exposure to other parents/carers who are infected.	*Parents to be advised that they must not enter the school site if they have symptoms or have been tested positive for COVID-19. *There is no legal requirement for parents to wear face coverings. They will be advised that the Local Authority has recommended that parents wear a face covering is worn during drop off and collection time. This is not mandatory. If a parent has an appointment to enter the school building they will be expected to wear a face covering, unless they are exempt. *Parents will be asked to respect others on the school site during drop off and collection in regards to social distancing. *One Way system to be kept in place based on positive response to the related question on the Summer Term Parent Questionnaire.	Medium	Not at the moment - under constant review.	Headteacher to inform and remind parents of control measure through Newsletters.

		*Start and end times of the day to revert to pre-COVID-19 arrangements: Drop off between 8.45am and 8.55am Collection at 3.20pm.			
Who may be harmed? (exposed to COVID-19)	How might they be harmed? (by Covid-19)	What control measures are in place to reduce/prevent exposure to COVID-19?	Considering the controls, what is the level of risk?	Do you need to do anything else to control the risk?	Action to be taken and by whom?
<b>5) VISITORS INSIDE THE SCHOOL BUILDING</b>  <b>Including:</b> *Visiting Professionals eg. counsellor, County Music service, Speech and Language Therapist, SEND Supported, Educational Psychologist. *Governors *Maintenance Contractors *Parents attending school for appointments	5.1)Exposure to members of staff/other adults in school who are infected.	*Limit visitors into the school building as much as practically possible. (*A decision regarding Open Morning on 21 <sup>st</sup> September will be taken by close of day 6 <sup>th</sup> September. It is possible that small numbers of visitors will be able to take escorted tours safely.) *Encourage social distancing and wearing of face coverings at all times whilst on site. *Hand sanitiser to be used on entry/exit of the building. *Common touch points to be additionally cleaned each day. *Ventilation of all rooms in school (natural air flow - not fans). *Wherever possible use of large rooms, eg. classroom (after school), hall for meetings to ensure social distancing is in place. *Ensure that all visitors/parents understand that those who have COVID-19 symptoms must not attend school under any circumstances and must get a PCR test asap. *Ensure most current guidance is being followed. *Office staff to liaise with visitors at main entrance door. When visitors do need to enter the building they must social distance and/or use the plastic screen to limit the exposure. *Any shared equipment to be cleaned with antiseptic surface wipes.	Medium	Not at the moment - under constant review.	All staff to inform/support visitors in following control measures.
	5.2)Exposure to pupils who are infected.	*Ensure children and staff/visitors use hand sanitiser/wash hands when entering or exiting the building. * Limit close contact as much as possible whilst still ensuring full delivery of the curriculum. *Common touch points to be additionally cleaned each day. *Ventilation of all rooms in school (natural air flow - not fans). *Ensure staff/visitors are aware of these ventilation controls. *If children display COVID-19 symptoms then a member of staff must be alerted. They will isolate the child in the Lilac Room, maintain 2m distance and contact parents to collect and get them PCR tested asap. *Ensure that all staff/visitors understand that those who have COVID-19			All staff to inform/support visitors in following control measures.

		<p>symptoms must not attend school in any circumstances and must get PCR tested asap.</p> <p>*Ensure that staff/visitors understand the procedures to be followed if they are a close contact for a positive Covid-19 case.</p> <p>*Ensure all staff/visitors understand how to report symptoms, possible exposure concerns and test results.</p> <p>*Where not impacting on learning, limit use of shared equipment and clean items before returning to central storage eg., iPads, antiseptic surface wipes.</p>			
<b>Who may be harmed? (exposed to COVID-19)</b>	<b>How might they be harmed? (by Covid-19)</b>	<b>What control measures are in place to reduce/prevent exposure to COVID-19?</b>	<b>Considering the controls, what is the level of risk?</b>	<b>Do you need to do anything else to control the risk?</b>	<b>Action to be taken and by whom?</b>
<b>6) WORK EXPERIENCE AND PGCE STUDENTS</b>	See Section 1 - Employees	*Work experience and PGCE students in school will be treated as employees and risk assessed as such. See section 1.	Medium	Not at the moment - under constant review.	Headteacher and Office Manager to separately Risk Assess NVQ student work experience at start of September.
<b>Who may be harmed? (exposed to COVID-19)</b>	<b>How might they be harmed? (by Covid-19)</b>	<b>What control measures are in place to reduce/prevent exposure to COVID-19?</b>	<b>Considering the controls, what is the level of risk?</b>	<b>Do you need to do anything else to control the risk?</b>	<b>Action to be taken and by whom?</b>
<b>7) VOLUNTEERS</b>		*Headteacher, School Business Manager and Office Manager to meet at start of September to identify control measures needed with the view to contacting and inviting volunteers back into school asap.	Low	Not at the moment - under constant review.	Headteacher, School Business Manager and Office Manager to meet at start of September.