

Risk Assessment for WILLEN PRIMARY SCHOOL, MILTON KEYNES

Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Person showing symptoms or positive test result (LFT or PCR)</p>	<p>Employees Pupils Families Contractors Visitors</p>	<ul style="list-style-type: none"> • Refer all cases via local authority reporting form • Regular communications to stakeholders that persons are not to come into school if they have symptoms, or have had a positive test result requiring them to stay at home or returning from red list countries, due to the risk of them passing on COVID-19 (e.g. they are required to quarantine). • Any person that develops COVID-19 symptoms at school will be sent home. • An unwell child awaiting collection will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • If there is more than 5 or 10% of positive tests/cases, the school's outbreak management plan will be initiated. 	<p>Yes, if adhered to by all.</p>	<p>Increase the use of home testing by staff (primaries)</p> <p>Consult with the local PHE team to discuss what support</p> <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p>	<p>CM</p>	<p>As required</p>	

		<ul style="list-style-type: none"> • School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. • Update staff, pupils, stakeholders and visitors on changes in practice and risk assessments • If a parent/carer insists on a pupil attending your school with symptoms, Headteacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. 					
Poor Personal Hygiene	Employees Pupils Families Contractors Visitors	<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. pupils with complex needs). • Use resources such as “e-bug” to teach effective hand hygiene etc. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Tissues to be provided. • Bins for tissues provided 		Put in place monitoring and supervision to make sure people are following any controls you have in place	CM/CD/PF	ongoing	
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Pupils Families Contractors Visitors	<ul style="list-style-type: none"> • Reduced clutter and removing difficult to clean items to make cleaning easier. • Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, 		Put in place monitoring and supervision to make sure people are following	PF/CD	Autumn term	

		<p>work surfaces, remote controls and electronic devices.</p> <ul style="list-style-type: none"> • Surfaces that are frequently touched and by many people in common areas to be cleaned as required, with COSH products available in all areas. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms/year areas for use by members of staff. • Thorough cleaning of rooms at the end of the day. 		<p>controls, for example by implementing cleaning regimes.</p> <p>Provide information telling cleaning staff who should clean something and when.</p> <p>Provide instruction and training to people who need to clean.</p>			
<p>Poorly ventilated spaces leading to risks of coronavirus spreading</p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Ventilation encouraged throughout the school (INSET training) • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Use Co2 monitors (provided by Government as part of their national roll out) to be used as standard 		<p>Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.</p>	<p>CM/CD/PF</p>	<p>10/9/21</p>	

		<ul style="list-style-type: none"> • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. 					
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Employees	<ul style="list-style-type: none"> • Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. • Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. 		Keep under review completed individual risk assessments for pregnant workers.	CM	Ongoing, half termly reviews	
Airborne spread of COVID	Employees Pupils Families Contractors Visitors	<ul style="list-style-type: none"> • Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred <u>when outside the classroom</u>. • Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). 					
Returning to work after summer closure	Employees Pupils Families Contractors Visitors	<ul style="list-style-type: none"> • Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). • Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation. • Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. 			CM	10/9/21	

		<ul style="list-style-type: none"> • Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk. • Staff to undertake twice weekly home tests whenever they are on site until at least the end of September. • Staff reminded by email to LFT one week prior to return to school • Review/update policies to reflect changes brought about by updated COVID-19 requirements. • Ensure website is compliant with regards to the publishing of policies and risk assessment. 					
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Completed by:	C Matthews	Date	01/09/21
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Reviewed by	Date	Next Review Due