

**Wokingham Borough Council
RISK ASSESSMENT**

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	COVID-19 Operational Risk Assessment from September 2021		
SCHOOL:	Aldryngton Primary School		
NAME OF ASSESSOR(s):	Mark Wieder		
DATE OF ASSESSMENT:	29 th September		
DATE FOR REVIEW:	Annual or change in Public Health England or Department for Education guidance		
APPROVED BY:	Signature: Mark Wieder	Date:29 th September	
	Name: Mark Wieder		

SUMMARY (* delete as appropriate)	
Risk level without additional controls:	HIGH
Additional control measures required:	YES
Risk level with additional controls:	LOW

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What's already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed
Staff awareness of risk assessment and current procedures to ensure safety	Staff and children could catch COVID-19 due to not following procedures outlined in risk assessment.	<p>Previous risk assessments consulted and shared with staff.</p> <p>Agreed roles for staff with timetables in place.</p> <p>Weekly staff and team meetings to go ahead via Teams/ on site to keep staff connected and share updated messages. Rooms to be ventilated</p> <p>Continued use of list email groupings for emergency messages 1 whole staff mailing list now being used to communicate key messages.</p> <p>Pregnant women to have two risk assessments – 1 related to CV19, 1 to their pregnancy. Pregnant women of more than 28 weeks gestation should follow the latest medical advice, which may mean working from home or socially distanced from others.</p>	Review risk assessment in line with proposed government changes	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure due to poor hygiene	Staff and children could catch COVID-19	<p><u>Processes</u></p> <ul style="list-style-type: none"> All adults and children must follow hand hygiene guidance. Pupils re-taught handwashing and cough / sneeze techniques Regular reminders re hand washing and social distancing 	Review risk assessment in line with proposed	SLT	Annual or change in Public	

	due to poor hygiene	<ul style="list-style-type: none"> Children required to sanitise their hands regularly throughout the day using soap and water as often as possible: on arrival at school, before eating, after break, at lunchtime, at the start of the afternoon and at home time. When soap and water methods are not possible hand sanitiser will be used. Supervision provided for younger pupils. Younger children in particular to be reminded of the need to refrain from touching their faces or putting objects in their mouths. Good housekeeping generally – reduce clutter and touch points <p><u>Stock</u></p> <ul style="list-style-type: none"> Paper products and cleaning products stock to be checked regularly by both the site controller and lunchtime cleaner. Required stock ordered by the SBM Checks carried out at the end of the day as a minimum Adults to report any shortages during the course of the day General - posters displayed for hand washing and maintain social distancing laminated and placed in each area with taps and classrooms <p><u>Clothing</u></p> <ul style="list-style-type: none"> Children to wear layers due to additional ventilation in the classroom. Long hair to be tied back Face masks can be worn, but their use is not recommended and must be managed independently and safely by the pupils. Any left unattended will be disposed of safely. If a child is wearing a face covering then this will need to be worn safely – hands to be cleaned before and after touching them, if removed these need to be stored in a sealed plastic bag or disposed of in a black bag in a lidded bin. If a child is not using a mask safely then staff may ask them to remove it, if needed parents will be asked to impose this. Lost property – to be kept in classroom areas. Named items – children to come and collect. Unnamed items will be disposed of on a regular basis 	government changes.		Health England or Department for Education guidance	
Risk of exposure due to poor cleaning	Staff and children could catch COVID-19 due to poor cleaning	<p><u>General cleaning – personal</u></p> <ul style="list-style-type: none"> Gel dispensers provided in all classrooms Soap and water to be used when possible – i.e. at end of indoor eating time as this will be a naturally staggered process Dispensers checked and topped up everyday Hand washing posters to be checked and replaced Teachers to re- teach good handwashing with each new intake All visitors and site users to apply gel before gaining access to the school building. <p><u>General cleaning-inside routines and provision</u></p>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education	

		<ul style="list-style-type: none"> Existing cleaning arrangements to continue Additional cleaner employed to carry out CV19 cleaning in the middle of the school day – key focus touch points in all areas and replenishing supplies in toilet areas Middle of day cleaning to include touch points throughout the school / staff and pupil toilets / entrance area / staffroom and checking supply levels in toilets – soap, paper towels and hand sanitiser Dinner staff to wipe tables before children eat their lunch and again afterwards Keep classroom door and windows open for air flow. In the event of cold weather, window should remain open, but the degree of opening can vary in line with the temperature inside the classroom. Cleaning products in all classrooms but out of reach of children Where children change place in the classroom, table should be wiped down between the next user. <p><u>General cleaning-outside</u></p> <ul style="list-style-type: none"> All external touch points to be cleaned regularly 			guidance	
Risk of exposure due to not using PPE appropriately	Staff and children could catch COVID-19 due to not using PPE appropriately	<ul style="list-style-type: none"> Gloves and face masks available to all staff – contact school office Pupils will be allowed to wear face masks but staff are not to assist with them. Pupils must have a sealable plastic bag for storage of their masks. Staff can wear face masks/ coverings where social distancing is not possible with other staff members. This is highly recommended in communal areas such as the staffroom and corridors at busy parts of the day. Staffroom to be demarcated to clearly identify social distancing and staff encouraged to stay within teams Provisions in class to be allocated and maintained Office hatch covered by a Perspex screen Drop off boxes for letters etc Use of online payment in preference to cash PPE provisions topped up daily. 	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure due to poor ventilation of rooms	Staff and children could catch COVID-19 due to not having sufficient ventilation	<ul style="list-style-type: none"> All rooms used by children and staff to be fully ventilated throughout the school day. This includes toilets that have windows, the staffroom, hall and classrooms. Staff and children encouraged to wear additional layers of clothes on colder days. On cold days, rooms remain ventilated, but the degree of window opening will be reduced. Windows will then be open fully during break and lunch time periods whilst children are outside. 	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education	

					guidance	
Risk of exposure due to poor vigilance of symptoms	Staff and children could catch COVID-19 due to poor vigilance of symptoms.	<ul style="list-style-type: none"> All staff to monitor pupils for signs of CV19 - temperature and persistent cough, symptoms now include loss of taste and smell Use of remote thermometer to check temperature of pupils for whom we have concerns Pupils with symptoms sent home ASAP and asked to keep school informed about their health Isolation space – Deputy Head's office using the hard plastic chairs best suited for cleaning purposes Cleaning to take place in the isolation room between suspected cases as well as all known touch points. Families informed of confirmed cases and advised to engage in PCR testing where identified as a close contact. School to follow PHE / DfE guidance Any staff developing signs of CV19 will be directed to self-isolate and seek a test as a key worker. Any staff that have not been double vaccinated to report suspected CV19 in their household as a priority and self-isolate in line with current guidance. No pupil, staff member or parent required to self-isolate will be allowed back in school until the quarantine period has been served. Staff and families encouraged to use the twice weekly lateral flow tests. 	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure at the start/end of the day		<ul style="list-style-type: none"> Maintain soft start arrival between 8:40-8:50 and one way travel around the field. Parents to socially distance where possible and avoid going to the classroom door. Foundation Stage enter at own gate. Face coverings strongly encouraged to be worn by all adults on site during drop off and collection. Office to be only visited when not possible to communicate over the phone or email. Face coverings to be worn. Office will distribute lost/ forgotten items, but will not call for adults to bring in items (unless it is a forgotten lunch or glasses). Parents to socially distance, wear face coverings and promptly leave the site when collecting children at the end of the day. 				
Risk of exposure during lessons and learning time		<ul style="list-style-type: none"> In classes where there has been a confirmed case in the last 10 days should revert back to forward facing desks. Singing should only happen when children are front facing with maximum ventilation. Assemblies will be virtual until at least October half-term. P.E. lessons where possible, should be outside. Where this is not possible, the hall should be fully ventilated. Where children change place, this should be wiped down. 				

		<ul style="list-style-type: none"> • 				
Risk of exposure at break and lunch time		<ul style="list-style-type: none"> • Where there are positive cases, the team group is isolated from other team groups on the playground/ field. • Each team/group to have designated equipment. Children to wash hands before and after using. • Where using climbing equipment on their rota, children should sanitise hands before and after using. 				
Risk of exposure in clubs		<ul style="list-style-type: none"> • Clubs to be temporarily restricted to teams with no cross-team clubs until at least October half-term. • Children should sanitise/ clean hands on arrival to the club. • Club registers should be taken . • 				
Risk of exposure in toilets		<ul style="list-style-type: none"> • Where cases have been identified in a specific area of the school, toilets should be designated. • Capacity within toilets limited to a maximum of up to three pupils. • 				
Risk of harm due to abuse of children during a potential temporary closure period or isolation period.	Children at increased risk of abuse as not seen in school regularly.	<ul style="list-style-type: none"> • Safeguarding Policy 2021 to be used throughout the school closure/ isolation period. • CPOMS to be used to record and monitor any concerns raised. • School to maintain a vulnerable pupil list where safeguarding concerns exist and monitor pupils on a least weekly basis. • In the case of closure/ isolation school will contact the social workers allocated to any vulnerable children • The school will provide pastoral support via Teams/ calls during any periods of closure/ isolation 	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure during a performance/ sports event/ school tour	Staff, children and families could catch COVID-19	<ul style="list-style-type: none"> • Clear segregation between children and any parents on site. It will not be possible for children to approach parents before/ after the performance or sports event. • The school reserves the right to decide which events could facilitate spectators on an individual event basis. This will depend on the outcomes of the individual risk assessment for each event which will determine this. This risk assessment will also determine whether face coverings should be worn or not. • Parental attendance at events to be limited until at least October half term. • No school tours until October half-term. 	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	

REVIEWS AND REVISIONS

Review date	Name of Assessors	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Headteacher	Date of next review
29 th September	Mark Wieder and Caroline Fenning	Yes- with additions made after meeting threshold status in contingency framework	Additional adjustments highlighted in yellow	Mark Wieder	1 st November