

ACADEMY SCHOOL NAME	Paulton Infant School		
Name of assessor	Julie Hogan	Date	16/07/20
Time	13.19	Risk Assessment of -	Coronavirus (Covid-19) Live document, monitored weekly

This risk assessment addresses the management of risk associated with contracting Covid 19 within the school setting.

It is underpinned by the following systems of control. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below and the following guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate PPE.

Numbers 1 - 4 **must** be in place in all settings, all the time.

Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

8. Manage confirmed cases of coronavirus (COVID-19) amongst the setting’s community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 - 9 must be followed in every case where they are relevant.

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

The Risk assessment takes into consideration the following school documentation and should be read alongside these documents for more information

Consider:

1. Planning for re-opening
2. Operational Plan
3. Recovery Curriculum Principles and Models
4. Behaviour Policy – COVID-19 Annex
5. Safeguarding Policy – COVID-19 Annex
6. Health and Safety Policy – COVID 19 Annex
7. Personal risk assessments / behaviour plans for named pupils

L= Low Risk M= Medium Risk H= High Risk	If 'low' risk then controls are fit for purpose If Medium then risk controls will be covered in existing risk controls
--	---

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
Poor hygiene	All attending school	By contracting the virus through: <ul style="list-style-type: none"> • poor hygiene 	Link to DfE guidance on full opening of schools ; HSE guidance on hygiene and hand sanitiser Consider: Handwashing/hand sanitiser routines and provision on site Uniform - -advice to parents <ul style="list-style-type: none"> • All government/PHE links and social stories to support this emailed to parents/carers and on school website and parents 				Sanitiser available in school entrance.	JH	All monitored by JH and SLT

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach Pedal bins purchased for used tissues for each class encourage not to touch their mouth, eyes and nose Assisting young pupils and those with complex needs maintain good respiratory hygiene Uniform required from September – shared via letter 16/07/20 				<p>. (paper towels can also be disposed of in these bins) disposable masks can be put into these bins 4/01/21</p> <p>School jumper to be worn but warm clothing is key during the cold months 4/01/21</p>	Office Staff Team Staff team JH	
Coming into contact with infected surfaces /resources	All attending school	By contracting the virus through: <ul style="list-style-type: none"> touching contaminated surfaces 	<ul style="list-style-type: none"> Link to Guidance on Cleaning Non-Healthcare settings Hand sanitiser purchased for all areas. Cleaning products and appropriate PPE (gloves, aprons etc) have been purchased for all areas to enable to manage regular and swift cleaning All staff will regularly wipe down frequently used surfaces e.g. door handles, chairs and tables. Toilets will be cleaned regularly throughout the day and equipment that is shared will be frequently cleaned during and/or after the school day. 				<p>See staff pack Class staff wipe down chairs using cloth and soapy water. Ensure cloths are then soaked in disinfectant</p>	Office Staff team	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> • Playtime and lunchtime rotas include identification of areas to be cleaned by the staff on duty • Shared resources such as books and games can be used and shared within the bubble. These will be cleaned regularly along with all frequently touched surfaces • Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. • Soft furnishings and fabric toys will be reduced and only used when absolutely necessary • Toys from home are not allowed in school. Transitional objects, where needed, must be small with a hard surface e.g keyring with a photo. Liaise with SENCO. • Water bottles should be washed every day and returned to school filled with fresh drinking water. 				overnight (cleaners Cupboard) Staff to adhere to staggered lunchtimes and ensure they clean used surfaces and leave the staffroom 10 mins before the end of their break to reduce risk of transmission/contact. 4/01/21. Toilet seats to have lid down before flushing 4/01/21	SLT Staff team JH SLT JH Staff team Staff Team SMSA	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> The only bags in school should be PE and book bags (PE can stay for the term – then go home) Packed lunches must be in plastic boxes (or a plastic bag). Children will have individual resources e.g. pencil, ruler stored in their own personal school pencil case on the table Cleaning team have been briefed with key areas to clean 				Returned books will be quarantined for 72 hours SEN transitional objects to hard that can be easily cleaned 14.12.20 bags for change of clothing allowed and needed Oct 20	SLT JH	
Coming into contact onsite with	All attending school	By contracting the virus through contact	<ul style="list-style-type: none"> Link to Testing information; Government Guidance on safe working including PPE; Government Stay at Home advice 				Information shared with families as soon as practicable		

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
those that have symptoms or are asymptomatic		with those who have the virus	<ul style="list-style-type: none"> • Consider: • Guidance to parents and staff re who should come onto site / attendance at school • Email sent to all staff 15/07/20 • Letter sent to all families indicating protocols 16/07/20 requiring everyone to engage with Test and Trace protocols • School to contact PHE SW by phone or email and follow advice. • https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Information shared re staggered starts and ends, entrances and exits to be used, only one adult to bring and collect a child. • Provision for someone who is displaying symptoms on site and cleaning thereafter – upstairs/outdoors for isolation until collection. PPE and cleaning kit and instructions stored in that area. Information shared in staff pack. • No adults on site unless by appointment. 				<p>Staff to be alert for dysregulation of vulnerable children and ask for support immediately to reduce risk of transmission through wailing, refusals etc. See individual risk assessments 11/01/21</p> <p>All external professionals working inside the building will be asked to wear a mask</p> <p>Timetable in place to ensure reduced risk of external professionals meeting school professionals in shared spaces 11/01/21</p> <p>Staff to be offered Lateral flow twice weekly testing as per DfE guidance- once tests are in school (see separate risk assessment) 25.01.21</p>	JH JH JH JH Office	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
Coming into contact with large or differing groups/social distancing	All attending school	By contracting the virus through contact with those who have the virus. (Members of the school community may not adhere to government guidance; members of the school community may be asymptomatic)	<p>Link to: Governing Guidance for School Opening</p> <p>Consider:</p> <ul style="list-style-type: none"> Class /group sizes Assemblies/large gatherings Drop off/pick up routines 1 metre/1 metre plus social distancing Classroom layout Sports/music lessons Moving around school Staggered lunch/break times Fire drills/ routines Breakfast and after school clubs Staff meetings Use of staff room <ul style="list-style-type: none"> • Children allocated to three larger bubbles Children within these bubbles will be able to share outdoor, indoor communal spaces within EYFS, the playground space and the school hall for lunches, but we will still aim to stick to class bubbles wherever this is possible. These bubbles have been considered when planning the day to day routines of school. • Following the guidance, all staff are able to work across all bubbles. However, we will aim to keep this to a minimum, with staff mainly working within their bubbles. 				<p>adults unable to maintain distancing to wear face masks at drop off and pick up. 2.11.20</p> <p>staff children staying before and after school to support staggered arrangements to have place settings at table and lists must be kept updated. 23.11.20</p> <p>Maintain bubbles as set up and staggers for lunchtime and playtimes. Start and end times to be 8.30 – 3.00 pm.to tie in with PJS to prevent families waiting on the playground for long periods of time.</p> <p>Maintain class bubbles wherever possible – recognise not always practicable in EYFS/KS1 Children have set dining places</p>	All Staff	
								JH	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> • Staff will not enter other classrooms while children are present unless it is absolutely necessary for the school to function. • Staff and children will keep a distance where it is possible to do so. With younger children (particularly in Reception) it is recognised by the government that social distancing is not feasible. Therefore, other control measures will be vitally important, such as hand hygiene. • Children will be taught to try to keep a distance and be reminded not to touch/hug each other. • Adults will social distance from other adults – 2m where possible. Teachers will keep a distance from children where it is practical and will limit time spent at less than 2m with a child to no more than 15 mins (this will allow them to hear children read and carry out marking and feedback in class). • Children and adults in school will not wear face coverings. • There will be no gatherings of large groups (bigger than a bubble); therefore, assemblies will take place via on line platforms or in classroom bubbles. • Classrooms will be organised to limit transmission of the virus as far as possible 				<p>Keep classes numbers as small as possible.21.01.21</p> <p>Use Teams to communicate with each other when sharing messages. Monitoring/learning walks will continue but as they are planned, they are easily trackable. This removes the need to keep classroom logs.</p> <p>Staff who have been shielding or who have significant concerns may discuss the use of face shield for reading. If staff need to use face coverings/masks/shield, this should be through discussion with the head teacher to unpick the reasons why.</p> <p>Staff may use face shields/coverings when dealing with parents or in communal staff areas in school. They must follow the guidance shared by the health protection team</p>	<p>JH</p> <p>Staff Team</p> <p>Office</p> <p>Staff Team</p> <p>Staff Team</p> <p>Staff Team</p> <p>SLT</p>	

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<p>and movement around the classroom may be limited. Children will be seated side by side where possible.</p> <ul style="list-style-type: none"> • Soft furnishings and fabric toys will be reduced and only used when absolutely necessary. • Plenty of “break out” sessions will be built into the day to support physical, mental and emotional wellbeing. • Outside doors will be used to move around the school as much as possible. • Playtimes and lunchtimes will be timetabled for each class/ year group to help reduce contact between children. • Staggered starts, playtimes, lunchtimes and collections have been organised to minimise interaction of families with clear timelines shared to avoid gatherings on the school grounds. One parents/carer will drop off at gates where children are collected by staff. 2metre intervals have been marked on the site. • Children enter/ exit classrooms via external doors. • Whole school events such as productions, parents’ evenings etc will be reviewed following updated guidance and carried out remotely where possible. 				<p>Staffroom for EYFS/TAS bubble for lunchtimes and breaks</p> <p>Library and art room for ED for lunchtime and breaks</p> <p>Playteam/.cleaners use staff room for lunch after their shift.</p> <p><u>staff can also use their bubble spaces for breaks and lunch if more comfortable with this.</u></p> <p>Staff to leave the room 10 mins prior to end of break after cleaning their area to reduce possible contact.</p> <p>Staff to wear face coverings in areas they cannot socially distance. (Collecting food from staffroom, hot water/tea coffee. Items from lockers etc) Can remove masks to eat and drink whilst seated.</p>	<p>JH</p> <p>Staff Team</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>JH</p>	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> • Sports clubs will not take place during T1 – awaiting updates • Swimming will not take place weeks 1-4 whilst awaiting guidance • Fire drills will be practiced in week 4 to teach distancing to children then again at the end of term, then termly. • Staff will have staggered breaks and 4 areas to use (staffroom, hall, art room, library) to ensure distancing measures can be upheld. • Staff pack identifies measures staff to take whilst using these shared spaces. Hand hygiene and cleaning of surfaces are key. • Lunchtimes organised so 2 bubbles eat in the hall and one bubble eats in the classroom. The dining hall will be cleaned in between the two sittings. 				<p>Staff to be mindful of maintaining social distance between adults. E.G. if staff member is using room for PPA, other staff to ensure the room does not become crowded and may take their break elsewhere 4/01/21</p> <p>Parents/carers reminded to socially distance on site, wear masks and avoid contact with staff at the gate. All contact to be through school comms to protect staff and enable school to remain open. Any parent bringing their child late will be reminded they will need to wait until the bubbles have safely entered the building and will have to wait until there is a safe window of opportunity at 9am. 4/01/21</p> <p>no sports clubs</p>	JH JH JH JH JH JH	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
							no swimming following latest guidance. 2.11.20 Swimming to recommence Jan 2021 guidance permitting 27.11.20 Exits/entrances and time periods on site have been shared with parents/carers		
Through living and travelling together	All attending school	By contracting the virus through contact with those who have the virus	Link to : Government Guidance for School Opening Consider: Use of school transport Staff travelling together Sibling groups <ul style="list-style-type: none"> No families use shared transport to bring children to school other than siblings Staff do not car share 				One child comes in taxi. Face mask worn by driver. No other child in taxi. Child dropped at and picked up from Reception One adult at a time in reception area. Hand sanitiser in place	JH JH	
Visitors on school site	All attending school	By contracting the virus through contact with those who have the virus	Link to Government Guidance for School Opening Consider: Provision for limiting visitors/ guidance provided to visitors/ Procedures for workers on site to socially distance Provision of remote meetings Contact details for those on site Provision for peri and supply				All external professionals working inside the building will be asked to wear a mask Timetable in place for visiting professionals to reduce risk of transmission 11/01/21	Office	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> Visitors are not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform All visitors, suppliers, and contractors will only be allowed on site after calls to set dates and times. Covid 19 posters displayed in reception area Inform any visitor, suppliers, contractors of any infection control procedures on site e.g. site guidance on physical distancing and hygiene is explained to visitors on or before arrival Deliveries arranged at quiet times or before or after school opening/closing. Agreement from Suppliers of their confirmation and understanding of the new arrangements should ideally be sought All visitors to use signing in system so can be contacted should anyone develop symptoms for track and trace. 						
External trips	All attending school trip	By contracting the virus through contact with those who have the virus	<p>Link to Government Guidance for School Opening Consider: Link to revised trips risk assessment</p> <ul style="list-style-type: none"> No trips planned for Term 1 – awaiting further guidance around transport. Thorough risk assessment to take place prior to any planned visit. 					JH	
Poor workplace ventilation	All attending school	By contracting the virus through contact	<p>Link to HSE guidance on ventilation Consider:</p> <ul style="list-style-type: none"> Open windows/ doors (Fire doors to remain closed) 				To ensure heating is switched on as the weather gets cooler but windows and non- fire	Staff Team	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
		with those who have the virus	<ul style="list-style-type: none"> Outdoor learning and use of external space as much as possible 				doors remain open to ensure ventilation. Parents have been advised to dress their clothes in joggers and layers, including longer sleeves to ensure their children remain warm/ healthy in school	Staff Team	
Poor hygiene in provision of schools meals	All attending school	By contracting the virus through contact with those who have the virus	<p>Link to : Guidance for food businesses Consider: Link to risk assessment/information from school meals provider and suppliers identifying compliance with hygiene arrangements (saved in O Docs/@catering folder)</p> <ul style="list-style-type: none"> Only 2 bubbles (2 sets of 3 classes) in the hall for eating lunch with a 20 minute break for cleaning tables and chairs between bubbles. One bubble eating lunch in class (2 classes). Trolley to be placed safely to enable serving outside the class 				All bubbles can now eat in the dining hall due to reduced numbers in school. All children have allocated places and contact is minimised. 15.01.21 Packed lunches are collected twice weekly for PPG children at home. These are stored in the fridge/reception area until collection. Doors left open and radiators off. If temperature is above 4 degrees they are kept in the fridge.15.1.21 School voucher system to be used as soon as possible.18.01.21	KP/ Catering company Edwards and Ward	
Mental health and well-being affected through isolation or	All attending school	By not understanding the risks and controls in place and having	<p>Link to: DfE Guidance on supporting children and young peoples well-being ; HSE work related stress and how to manage it;</p>				extremely clinically vulnerable staff to have regular catch ups. Suggested space		

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
			<ul style="list-style-type: none"> Situations to be monitored and appropriate actions taken in line with school wellbeing policies for staff and pupils Social stories and resources in place (recovery curriculum plan) in place to deal with bereavements Signpost staff and families to information about the <u>extra mental health support for pupils and teachers</u> provided by the DfE Questionnaire sent to all parents to assess children’s experience during lockdown. INSET to be used to analyse this information and identify children likely to need additional support Staff questionnaire to be given out during September INSET to support staff needs 					Office	
Additional risks for those identified as clinically extremely vulnerable	those identified as clinically extremely vulnerable	They may be anxious about a return to school They may be at increased risk of catching the virus	<p>Link to Government Guidance on Shielding and protecting extremely clinically vulnerable Refer to individual risk assessment (staff or pupil)</p> <ul style="list-style-type: none"> Staff and pupils to follow medical advice and guidance Individual risk assessments for pregnant staff and those who have been critically shielding 				complete – regular reviews following updated guidance 2.11.20 ensure staff with shielding letters work from home 10.11.20 meetings with shielding staff before	JH JH	

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT

January 2021

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
							2.12.20 to review risk assessment		
Identification of those at risk in the event of an outbreak at school	All attending school or have attended the school site	If we don't have contact details Track and Trace will be delayed which could increase transmission of virus.	Link to Government Stay at Home advice ; NHS Track and Trace advice ; Guidance for education settings on local lockdown Consider: Provision for up to date contact details for pupils/ staff and visitor Provision for communicating with parents/staff/other visitors <ul style="list-style-type: none"> • New data collection from google forms enables swift addition of personal data • All visitors sign in via electronic sign in iPad • Email/texting system well established 				Use 6c document shared by BANES H&S team	Office Office Office	

All school staff have had sight of this document and have been consulted on its contents.

Review date	01.09.20	Signature - J Hogan	<i>Julie Hogan</i>
Review Date	07.09.20	Signature - J Hogan	<i>Julie Hogan</i>
Review Date	14.9.20	Signature - J Hogan	<i>Julie Hogan</i>
Review Date	21.9.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	28.9.20	Signature - J Hogan	<i>Julie Hogan</i>
Review date	5.10.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	12.10.20	Signature – J Hogan	<i>Julie Hogan</i>

THE BATH AND MENDIP PARTNERSHIP TRUST COVID 19 RISK ASSESSMENT**January 2021**

Review Date	19.10.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	02.11.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	02.10.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	09.11.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	16.11.20	Signature – J Hogan	<i>Julie Hogan</i>
Review Date	23.11.20 & 27.11.20	Signature – J Hogan	<i>Julie Hogan</i>
Review date	30.11.20	Signature – J Hogan	<i>Julie Hogan</i>
Review date	07.12.20	Signature – J Hogan	<i>Julie Hogan</i>
Review date	14.12.20	Signature – J Hogan	<i>Julie Hogan</i>
Review date	4/01/21	Signature – J Hogan	<i>Julie Hogan</i>
Review date	5/01/21	Signature – J Hogan	Julie Hogan
Review date	11/01/21	Signature – J Hogan	<i>Julie Hogan</i>
Review date	18/01/21	signature – J Hogan	<i>Julie Hogan</i>
Review date	24/01/21	signature – J Hogan	<i>Julie Hogan</i>