

## Rakegate Primary School - Covid-19 Risk Assessment

### September 2021



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from 8<sup>th</sup> March 2021 schools should fully reopen school and welcome back all children. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

This Risk Assessment has been developed for dealing with the current Covid-19 situation at Rakegate Primary School. It reflects the procedures within the school's re-opening plan. It has been developed with due regard to the '*considerations*' section detailed at the end of the document and following Government Guidance.

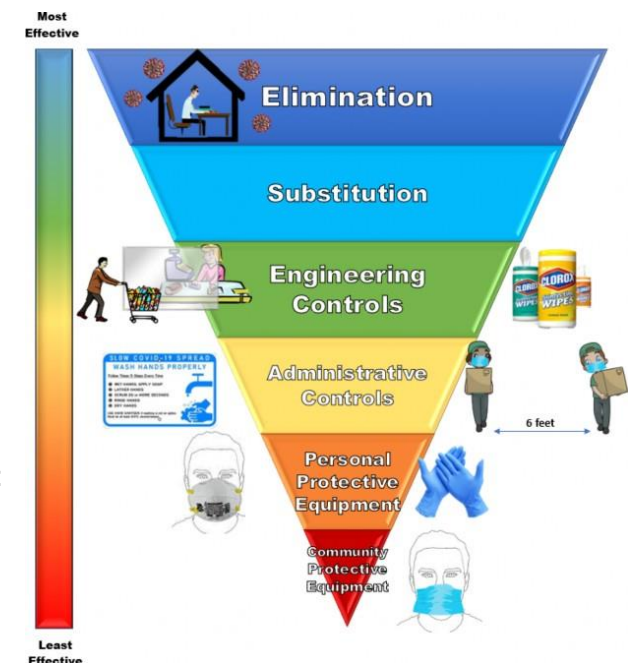
The example measures listed are based on current government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (applies from 19 July)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to advocate that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.



Hazards	Controls Required	Risk Rating L/M/H	Additional Controls and Actions.	Action By who	Action by when	Done
	<b>Promotion of good personal hygiene</b> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
Spread of Covid-19 Coronavirus	Hand washing facilities with soap and water (ideally warm water) in place. Stringent hand washing taking place using soap and water (in accordance with this <a href="#">guidance</a> ). Children to wash hands before and after eating dinner. and after using toilets. Hand sanitiser used when children arrive at school and after returning from breaks to avoid queues at the sink.	L	Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Ensure that staff know technique. Staff/children wash hands when moving to another room/ changing groups.	All adults and pupils	September 1 <sup>st</sup> 2020	✓
	Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Posters displayed with visual cues on how to wash hands.	L	SLT to ensure posters located in all teaching and staff rooms and age appropriate audience. (e.g. in toilets and above sinks)	SLT	September 1 <sup>st</sup> 2020	✓
	Teach children hand washing techniques.	L	Ensure that staff know technique.	All staff	September 1 <sup>st</sup> 2020	✓
	Drying of hands with disposable paper towels or hand dryers Lidded bins to be used to dispose of paper towels.	L	Paper towels available in all rooms. Lidded bins available in all rooms	All adults and pupils	September 1 <sup>st</sup> 2020	✓
	PPE required if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely	M	If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn ( <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> ). 1 <sup>st</sup> Aiders to replenish first aid boxes weekly. At first aid points. Keep record of 1 <sup>st</sup> Aid replenishment.	Site Manager  1 <sup>st</sup> Aiders replenish as required.	September 1 <sup>st</sup> 2020	✓

	Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in each bubble and rooms used by staff.	L	Sanitisers available in all allocated rooms and at main entrance point into the building.	Site manager	September 1 <sup>st</sup> 2020	✓
	Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.	L	Wash hands after sneezing and coughing.	All staff	September 1 <sup>st</sup> 2020	✓
	Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.	L	Tissues available in all teaching rooms, office and staffrooms.	Site Manager	September 1 <sup>st</sup> 2020	✓
	Pupils do not share cutlery, cups or food.	L	Children supervised in dining room/classrooms	Lunchtime supervisors	September 1 <sup>st</sup> 2020	✓
	Employees should not share any foods and should only be making drinks for themselves and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards.	L	Posters displayed to remind staff to clean touch points and wash hands regularly.	Headteacher	September 1 <sup>st</sup> 2021	✓
	<p>Areas are kept well ventilated using natural ventilation where possible.</p> <p>Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.</p> <p>Staff should continue to distance (2 metres) from other members of staff wherever possible particularly in staff rest areas, kitchens, classrooms and shared resource rooms.</p>	L	<p>Staff open windows and adjust accordingly dependent on outside temperature. Site manager check all closed at end of day.</p> <p>CO<sub>2</sub> monitors will be provided to quickly identify where ventilation needs to be improved.</p>	Headteacher	September 1 <sup>st</sup> 2021	✓
	Where possible, meetings will be in a large room with sufficient ventilation and enough space to allow for social distancing or conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	L	Use of Teams for meetings. Parent meetings via Sims	Headteacher	September 1 <sup>st</sup> 2021	✓

	<p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival, dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use.</p>	L	<p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Disposable face coverings will be disposed of in a covered bin.</p>	Staff on gate duty	March 8 <sup>th</sup> 2021	✓
<p><b><u>Cleaning</u></b>          Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>						
	For smaller intervention groups, clean tables after each session. Children to take their resource packs with them.	L	SLT to assign specific rooms to be used for group and intervention teaching.	All staff	September 1 <sup>st</sup> 2020	✓
	Cleaners are employed by the school. Carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	L	Site manager to plan cleaning jobs for all cleaners. Additional cleaning of toilets, kitchen area in staffroom and emptying of bins during the school day.	Site manager	September 1 <sup>st</sup> 2020  November 3 <sup>rd</sup> 2020	✓
	Meet with cleaners to review cleaning arrangement and make any necessary changes.	L	Site manager to meet with cleaners - identify areas to be used and additional deep clean requirements.	Site manager	September 1 <sup>st</sup> 2020	✓
	<p>Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bins, light switches, reception area / sign in tablets using appropriate cleaning products and methods.</p> <p>Put in place 'clean as you use systems' for areas such as meeting rooms, printers, photocopiers etc, to keep up with cleaning requirements.</p>	L	<p>All staff issued with spray bottle and cloth to use if they wish.</p> <p>Core responsibility for cleaning remains that of cleaners.</p>	All staff	September 1 <sup>st</sup> 2020	✓

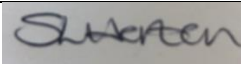
	<p><b><u>Dealing with a suspected case, staff or pupil.</u></b>          Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>
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	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, lack of taste/smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	L	SLT at briefing 1st September Regular Microsoft Teams/email updates.	SLT Business Manager.	September 1 <sup>st</sup> 2020	✓
	If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	M	Use Roundroom and Disabled toilets opposite 5MC  Staff wear PPE equipment if a 2 metre distance cannot be maintained. Wash hands after.	Assigned staff member supervise unwell child.	September 1 <sup>st</sup> 2020	✓
	If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.	M	Use Roundroom or go home immediately and entrance toilet. Entrance toilet for staff Disabled toilet for children	Bubble Assigned staff	September 1 <sup>st</sup> 2020	✓
	Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.	M	Cleaners to deep clean.	Cleaners	September 1 <sup>st</sup> 2020	✓

<b><u>Lateral Flow Testing</u></b> Who affected: Staff, Cleaners, Regular visitors/contractors to premises.					
Staff receiving Lateral Flow Tests  School staff will be given tests to complete at home twice weekly and to be carried out prior to coming to school.  Anyone with a positive result will need to inform the school, take a confirmatory PCR test and follow the self-isolation guidelines (currently 10 days)  School can raise questions and should report concerns or issues via DFE Coronavirus helpline 0800468687 or a rapidtesting.schools@education.gov.uk	L	Staff to report result (positive, negative or void) to Government: <a href="https://www.gov.uk/report-covid19-result-or-ring-119">www.gov.uk/report-covid19-result or ring 119</a> .  Covid Co-ordinator and Registration Assistant co-ordinate: storage, distribution and re-ordering of test kits.	SLT	January 25 <sup>th</sup> 2021	✓
<b><u>Controlling other users of building</u></b> Who affected: Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
The school will contact every user and inform them of usage expectations:  Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.	L	In addition to standard expectations, users will agree (before entry to school) to follow school Covid-19 Risk Assessment and adhere to school protocols. (site induction form)	SLT Site Manager	September 1 <sup>st</sup> 2020	✓
Compulsory handwashing / use of sanitiser after entering and leaving school.	L	Hand sanitiser located in main reception area.	All visitors	September 1 <sup>st</sup> 2020	✓
<b><u>Emergency procedures</u></b> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	L	Completed by office staff SLT to remind of duty to inform school of changes.	Office staff SLT	September 1 <sup>st</sup> 2020	✓

	Pupils' parents are contacted as soon as practicable in the event of an emergency	L	Systems already in place. Parents reminded in letter to ensure school has up to date contact details.	Office staff Headteacher	September 1 <sup>st</sup> 2020	✓
	Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.	L	Systems already in place. Parents reminded in letter to ensure school has up to date contact details.	Office staff Headteacher	September 1 <sup>st</sup> 2020	✓
	The school has an up-to-date Medical Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	L	Medical policy updated within last 6 months. Update required in the light of Corona Virus.	SLT	September 1 <sup>st</sup> 2020	✓

Impact on physical and mental health	SLT will offer support to staff who are affected by Coronavirus or has a family member affected.	L	Use established school structures: Contact SLT and use bought professional services.	SLT	September 1 <sup>st</sup> 2020	✓
	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	L	Use of bought in services and staff CP Staff to receive half day each term for wellbeing.	SLT	September 1 <sup>st</sup> 2020	✓
	Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	L	Use of bought in services and staff CPD	SLT	September 1 <sup>st</sup> 2020	✓

	Name	Position	Signature	Date	Review Date
Risk Assessor	Sarah Horton	Headteacher		06-07-20	11.10.2020 03.11.2020 07.12.2020 03.03.2021 01.09.2021