








Risk Assessment

A	Date: 26 8 21	School: SW	Team:	Location:
	Review Date: at least fortnightly in first instance	Ref: V1 Aug 21 Review 1.9.21	Assessor: DB	Head Teacher: SP

B	Assessment of Risk for: Protection from transmission of COVID-19 – Schools
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>All related risk assessments reviewed and updated including School infection control risk assessment reviewed and updated re Covid 19 DB Sept 21:</p> <ul style="list-style-type: none"> ➤ Shared Drive: Folder 'Coronavirus Info and Risk Assessments' DB <div style="font-family: monospace; font-size: small;"> <ul style="list-style-type: none"> 📁 COSHH Safety Data Sheets 05/05/2020 09:47 📁 Linked Risk Assessments 26/05/2020 12:06 📄 CLEANING POLICY JAN 2020 26/05/2020 14:00 📄 Coronavirus_advice_for_educational_setti... 30/04/2020 15:46 📄 COVID19_Guidance_Cleaning 30/04/2020 15:46 📄 Fire Evacuation Procedure 2019 during C... 05/05/2020 09:08 📄 Hand Sanitiser Poster 22/05/2020 09:26 📄 PPE Guidance and procedurs April 2020 30/04/2020 15:48 📄 Risk Assessment for Hub School April 2020 05/05/2020 09:48 📄 Stockton Wood Public Health Guidance s... 30/04/2020 15:48 </div> <p>Linked Risk Assessments folder:</p>	L

 15. Dining Areas & Related Activities	01/05/2020 09:28
 16. Caretaking & Cleaning Activities	01/05/2020 09:28
 20. Nappy Changing	01/05/2020 09:45
 29. COSHH General Cleaning Chemicals	04/05/2020 09:15
 42. Grounds Maintenance Activities	04/05/2020 09:26
 47. Infection Control & Communicable D...	04/05/2020 09:46
 49 Cleaning	26/05/2020 12:06

Pupils and staff who are symptomatic will be requested to isolate as per national guidance.

Managers must also review all of the following applicable individual risk assessments where relevant:

- New and expectant mothers
- Extended duty of care
- Stress
- Individual pupil assessments

Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required: Ref: **Stockton Wood Primary School COVID 19 Procedures/Organisation V8 Aut 21**

- Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19
- Gov.uk Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Health and Safety Executive <https://www.hse.gov.uk/>

All guidance and publications reviewed and adopted, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools COVID-19
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (COVID-19)
- Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective

equipment (PPE)

Due to the changing advice on COVID-19, managers ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary. Weekly review SP JLC DB SA (HSRep)

SMT mindful and responsive of/to Union guidance/advice and checklists and referenced GMB/UNISON/NEU/NASWT/NAHT documents when drawing up procedures/risk assessments and in discussion with staff.

Staff to undertake twice weekly home tests whenever they are due on site until the end of September when advice will be reviewed.

NB Primary pupils are not required to test routinely.

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <https://www.youtube.com/watch?v=ozY50PPmsvE>

PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask

All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream. DB

All staff informed that hands should be washed regularly as per Government guidance.

			<p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, online meetings etc.</p> <p>Parents and Guardians kept informed via school website, www.stocktonwoodprimary.co.uk /Twitter/Newsletters etc. regarding changes to start finish times and any new local rules etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 https://www.hse.gov.uk/coronavirus/riddor/index.htm 	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Vaccine programme: All staff to engage with National vaccine programme.</p> <p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as needed (All Saints Road, Sutton Wood Road, Stockton Wood</p>	L

		Contractors	<p>Road) and to facilitate one way system.</p> <p>Markings are provided for:</p> <ul style="list-style-type: none"> • classes to line up at the start of the school day to promote and maintain 2m social distancing • parents and visitors to site to promote 2m social distancing <p>School first aid risk assessment reviewed (Sept 21) and as required in response to COVID 19 updates.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms • Corridors • Staff rooms • Toilets • Changing areas <p>Access control point in use at main entrance to maintain site security. Hand sanitiser wall dispenser at this point.</p> <p>‘Stop and wait’ signs at entrance to school. Visitors entry to school building controlled. Only scheduled visitors allowed to enter school observing SD rules.</p> <p>Hand sanitiser stations located at the entrances to the building and in all rooms. Keyboard cleaning spray located at all computer stations and photocopiers.</p> <p>Signage and floor markings internally installed to various areas of the building</p>	
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			<p>reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>School advises staff to wear a face mask in crowded corridors or areas where close contact with others is unavoidable:</p> <ul style="list-style-type: none"> • Corridors • Classroom doors when meeting/talking with parents <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Staff and pupils to walk on left hand side of corridors/walkways to aid two way traffic and markings laid out to indicate side to promote social distancing.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Wipes and cleaning materials available for staff to clean regular contact points in classrooms – eg handles/desks/keyboards.</p> <p>Water fountains should only be used with refillable bottles.</p> <p>If a pupil/staff member uses their mouth to drink from the water fountain, the affected area should be thoroughly cleansed before being used again.</p>	
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items</p>	L

			<p>and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk trays/cabinets or store cupboards when not in use.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers/staff are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p>Use of classroom resources reviewed and controls such as hand washing, washing of equipment and quarantine procedures identified. Ref: Stockton Wood Procedures for Using Resources</p> <p>Catering service and dining areas: Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable.</p>	
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			<p>Year groups take lunch in line with rota to promote social distancing.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Staff supervising dining room, cleaners and serving staff to promote 2m social distancing wherever possible.</p> <p><u>Stockton Wood Primary School On Site Catering Procedures v3 produced detailing controls for working in catering environment</u> Review regularly and update as appropriate.</p>	
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> • Attendees encouraged to take LFT test on the morning of the meeting prior to attending. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in</p>	L

			<p>all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> • Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size etc. <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	
	<p>COVID 19: School day – management of parents/visitors onsite</p>		<p>School start times for different classes are staggered to initially to reduce crowding and promote social distancing and reduce the numbers on the site at the start and finish of the day – under review</p> <p>Parents are required to wear masks when meeting with staff or talking to staff when dropping off children at beginning and end of day. Parents to observe 2m social distance when meeting with staff – floor marking at classroom doors.</p> <p>Parents are requested to use site one-way system (Entrance All Saints Road/Exit Sutton Wood Road) and not to gather at entrance gates or doors to reduce crowding.</p> <p>Parents and guardians requested not to gather on the school playground and to</p>	

			<p>maintain social distancing at all times. Markings in place to promote SD.</p> <p>Break times (including lunch) staggered as appropriate for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p> <p>Where possible the numbers using toilets will be managed:</p> <ul style="list-style-type: none"> • Toilet blocks: max 4 for handwashing and use of toilet • Adult supervision at break times <p>Pupils are requested to bring a packed lunch in plastic box so that it can be washed each day.</p> <p>Stockton Wood Primary School COVID 19 Procedures/Organisation Document produced detailing daily classroom/school management systems for managing children and adults onsite Reviewed regularly and update as appropriate.</p>	
	Covid-19 virus: Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule, where practicable. (Signage/markings in place to prompt) • Limit number of surfaces touched, where possible. Wipe and clean as you go. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources (staff) whilst promoting social distancing.</p> <p>Classroom activities planned and structured with social distancing in mind; outdoor learning promoted and undertaken when possible.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably</p>	L

			<p>practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Stockton Wood Primary School COVID 19 Procedures/Organisation V8 Document produced detailing daily classroom/school management systems/controls for managing children and adults onsite Reviewed regularly and update as appropriate.</p> <p>Stockton Wood Primary School Office Procedures produced detailing controls for working in office environment Review regularly and update as appropriate.</p> <p>Stockton Wood Primary School On Site Catering Procedures produced detailing controls for working in kitchen environment Review regularly and update as appropriate.</p>	
5	COVID-19: Classrooms	<p>Staff</p> <p>Pupils</p>	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between year groups, such as sports, art and science equipment, should be cleaned after use and prior to use by another group.</p> <p>Surface wiped in classroom by adults regularly and before or after lunch.</p> <p>Cleaning of hands is encouraged when changing classrooms and for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	L

6	COVID-19: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p> <p>Dining room be laid out to promote 2m social distancing as far as is reasonable practicable.</p> <p>Staff supervising dining room, cleaners and serving staff to promote 2m social distancing wherever possible.</p> <p>Stockton Wood Primary School On Site Catering Procedures produced detailing controls for working in catering environment_Review regularly and update as appropriate.</p>	L
	COVID 19: Visitors		<p>Essential visitors only eg health services, curriculum projects.</p> <p>Only scheduled visitors will be granted access to the school building</p> <p>Self test prior to visit and report result to school.</p> <p>Participate in vaccine programme when offered.</p> <p>Maintain at least 2m from others during visit.</p> <p>Access control point in use at main entrance to maintain site security.</p> <p>Hand sanitiser wall dispenser at entry point to be used.</p> <p>Wait at the 'stop and wait' sign at the entrance.</p> <p>Sanitiser must be used before and after 'signing in' followed by hand washing as soon as is practical.</p> <p>Visitors will be allocated a work space or meeting area and should restrict their movements around the school to this area.</p>	L

			<p>Signage and floor markings on our floors and walls to remind visitors to wash hands regularly and to maintain 2m social distance.</p> <p>Hand sanitiser stations are located in all rooms and should be used regularly, particularly before and after using school equipment.</p> <p>Keyboard cleaning spray is located at all computer stations and photocopiers and should be used prior to and after use of equipment.</p> <p>Toilet facility available for visitors to use by the Deputy Head's office. (Family Learning Centre).</p> <p>Sanitise hands before leaving site.</p>	
7	COVID-19; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training:</p> <ul style="list-style-type: none"> ➤ Review of cleaning policy and updated risk assessments re COVID 19 ➤ Review of cleaning duties re COVID 19 – deep clean, additional cleaning throughout day, contact points, surfaces, toilets etc re: Government publication COVID-19: cleaning in non-healthcare settings ➤ Use of PPE and School/LCC PPE Policy ➤ Ref: Cleaning Policy/RAs pack. Sept 21 <p>Current school COSHH risk assessments:</p>	L

SELDEN-A014-Diamond Brite	04/05/2020 09:11
SELDEN-B006-Lemon Gel (Haz)	04/05/2020 08:43
SELDEN-C032-So Hygienic Soap	04/05/2020 08:47
SELDEN-C038-Pink Pearl Soap	04/05/2020 08:49
SELDEN-C044-Bathroom Cleaner-5ltr(Haz)	01/05/2020 15:10
SELDEN-C053-Hand Gel-1L(Haz)	01/05/2020 15:10
SELDEN-C053-Hand Gel-450ml(Haz)	01/05/2020 15:10
SELDEN-E001-Bleach(Haz)	01/05/2020 15:10
SELDEN-E011-Act Extraclor(Haz)	04/05/2020 08:41
SELDEN-E030-Lemon Disinfectant	04/05/2020 09:12
SELDEN-H009-Daily Pine	04/05/2020 08:45
SELDEN-M106-Hand Cream	01/05/2020 15:10
SELDEN-T001-Spray and Wipe	04/05/2020 08:43
SELDEN-T002-Bathroom Cleaner(Haz)	04/05/2020 08:39
SELDEN-T006-Glaze	04/05/2020 08:50
SELDEN-T012-Spot and Stain	01/05/2020 15:49
SELDEN-T013-Window Cleaner	04/05/2020 08:51
SELDEN-T066-Selgiene Ultra	01/05/2020 15:53

Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.

Cleaners have appropriate PPE in line with COSHH risk assessments

Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.

Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

School will be fully cleaned at the start/finish of each school day.

Cleaning on site by all staff throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.

			<p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Classroom surfaces</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large</p>	L

			<p>groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area: All rooms well ventilated either by door/window or mechanical system eg Computer suites – ensure air conditioning unit switched on and keep doors open.</p> <p>If room found to be poorly ventilated undertake controls to reduce risk e.g.</p> <ul style="list-style-type: none"> • Limit numbers entering and working within • Reduce time spent in area • Door kept open whilst within and left open when leaving to air room (unless fire door) 	
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p>	L

			<p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	L

Risk Level: High: Accident likely with possibility of serious injury or loss

Medium: Possibility of accident occurring causing minor injury or loss

Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F		
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Once additional controls are implemented, what will the overall risk level be:

High

Medium

Low

Risk assessment signed off by: S Price

Signature: S Price

Date: 2.9.21

Please note an electronic signature will suffice.