



Ash C of E Primary School (011)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	COVID-19: Step 4-School Opening September 2021
Work Area or Activity:	Step 4 September 2021 Covid RA
Competent Person	Rebecca Bennett
Groups Affected:	Nursery pupils and staff Staff, Visitors and Pupils

Assessed on:	02/09/2021	Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:	01/12/2021	

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Do you know where to locate your school's contingency plan? Reference to dealing with major incidents and updating your contingency plan can be found in the Burgundy Pack and provides useful links to public health contacts relating to coronavirus https://tinyurl.com/5umt9rkx	Contingency Pack is available in the school office.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you updated your Business Continuity Plan to incorporate disruption due to coronavirus? A Business Continuity template can be found at https://tinyurl.com/5umt9rkx	Business Continuity plan developed for the new academic year.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware of the DfE Coronavirus helpline should you have any queries regarding Covid-19 in schools or educational establishments? The contact number for this service is 0800 046 8687.	SLT aware of these details should they be required. Published in school office	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Are you aware that Somerset has a Covid-19 advice page for schools and educational settings, located on the Support Services for Education website: https://tinyurl.com/44wk3njy	Yes, all SLT aware of advice pages to seek support should this be required.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Are you regularly reviewing and updating your risk assessments as circumstances within the school change and public health advice changes?	Any changes in PH advice will trigger appropriate review.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Do you have active arrangements in place to monitor	Weekly walkabout in	Yes	Severity:

whether the controls in your risk assessments are effective and working as planned?	place to check on control measures. SBM leads on this.		1 Likelihood: 1 Risk Rating: 1
Do you have plans in place if you are required to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups?	Yes, we would revert to our proven bubble model effective in the last year.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you ensuring that pupils and staff are washing their hands regularly?	All staff are briefed to wash hands regularly throughout the day. All staff and visitors to sanitise on entry.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have a sufficient supply of soap and/or hand sanitiser, paper towels etc?	All supplies are up to date and available. Stock is monitored by the cleaning team.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you encourage the 'catch it, bin it, kill it' approach? E-bug resources are useful https://tinyurl.com/ubvfutk7	E-bug will be covered in every class at the beginning of the new term to refresh knowledge and understanding.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have an appropriate cleaning schedule? This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.	Regular cleaning will take place. Wipes are available to classroom staff to use throughout the day for any shared equipment.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you ensured that any mechanical ventilation only draws in/extracts fresh air which is circulated in a room?	Mechanical ventilation will be in operation in all areas where it exists, and set to maximum during operational hours.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Is your mechanical ventilation adjusted to increase the ventilation rate?	See above, will be operating at maximum level.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you identified poorly ventilated areas in your	All areas are ventilated	Yes	Severity:

school and taken steps to increase fresh air flow to these areas? This can include when holding events and areas where there is an increase in visitors, such as school plays.	as often as possible. Offices in particular will be a focus, and the Hive/Chalet spaces.		2 Likelihood: 2 Risk Rating: 4
When increasing ventilation within a room setting, is the teaching environment still comfortable to teach/learn in?	Thermometers are in place in each classroom to ensure all rooms are kept comfortable. Playtimes and lunchtimes will be used to ensure ventilation takes place at these times.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you opened windows and/or doors to increase air flow? This may include external doors, ensuring that they are not fire doors and considering school security.	All suitable doors and windows will be opened as often as possible throughout the day.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Are pupils, staff and other adults aware that they should not come into school if they show COVID symptoms or test positive? Public Health advice in these circumstances should be followed.	Clear communication using the school website, email and social media will make this clear. Any child, parent or staff member displaying symptoms will be sent home.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Are you aware that whilst staff, pupils and visitors are no longer required to wear face coverings, individuals can still wear face coverings when in school if they wish to do so to protect themselves and others?	Staff, volunteers and visitors will be advised that they can wear a face covering in communal staff areas.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have procedures in place if a pupil/staff member develops symptoms during the school day?	Isolation in the medical room in place, PPE available should close contact be required. Pupil will be collected as soon as possible, and supervised at a distance should this be possible.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Do you have a dedicated room, which is well ventilated, where a pupil can rest whilst awaiting collection if showing COVID symptoms?	Yes, the medical room serves this purpose.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
If the pupil needs to be attended to whilst awaiting collection, are there adequate supplies of PPE for the supervising adult? e.g. aprons, face coverings, gloves.	All PPE available in the medical room. Supplies topped up and monitored by Office Manager.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2

Are there arrangements in place to clean the room after the pupil has been collected?	Designated staff will wipe down all surfaces and clean as appropriate.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware that a pupil/member of staff should not be sent home via public transport, if they are showing COVID symptoms?	Yes, all pupils to be collected by family member etc.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are there arrangements in place for staff to undertake lateral flow testing?	All staff to continue lateral flow testing twice weekly.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are staff aware of the procedures to follow if a lateral flow test is positive? (i.e. self-isolation, free PCR tests)	Isolation and PCR test to be requested. All staff to use the school mailbox for notifications	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Does the school have a supply of in date PCR tests available? More guidance is available at https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers	Supplies to be ordered, and restocked as necessary.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware of the procedures for school closures should you have an outbreak or are advised to school following guidance from the School's Covid helpline? Details for logging a school closure can be found here: https://tinyurl.com/2hsfj5sk	Yes, outbreak will be managed according to Somerset PH advice based on number of cases etc.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Is the school aware that there may be a small minority of Clinically Extremely Vulnerable (CEV) pupils who have been advised not to attend school and have arrangements been put in place for them? (and Individual Risk assessment may be appropriate in these circumstances).	Any pupil who this relates to will have a comprehensive RA agreed with Parents and Staff	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you made key contractors aware of the school's control measures and ways of working?	All contractors are aware of our measures and info is available in the school office.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Do you have arrangements in place to deliver remote learning for those pupils who are self-isolating or who have tested positive for COVID?	Remote learning offer stands, using google classroom should this be required. Google classroom is in use by all classes weekly, so this should be simple to administer.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have arrangements in place to work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education?	All pupils will have access to the learning they need. this is carefully planned with teachers and parents to ensure the pupils get the very best experience in school and/ or at home.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have the correct measures in place, following government guidelines, if you are running school holiday clubs or wraparound care provision? https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak	All Extended schools staff will be aware of the the guidance on the provision onsite of before and after school sessions.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have support mechanisms in place for those pupils who have been affected by the pandemic? Extra support can be found at https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges	All our pupils have access to our ELSA should they require it. We also have the MHST supporting the school, and will be delivering lessons in the first week to re-establish positive relationships to ensure all our pupils feel safe and happy in school, and can get any support they need.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have support mechanisms in place for staff who may show signs of anxiety, stress or concerns raised by the pandemic?	We have a mental health lead in school and a wellbeing governor who runs drop-in for staff to share any concerns. We have support available via care first, line management processes and supervision should this be required.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you explained to CEV staff the measures that have been put in place by the school to keep them safe? Further advice can be found at https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm and https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm	SLT aware of duties and activities for the provision of support for CEV staff should this be necessary.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you undertaken a thorough risk assessment for any external visits? This should consider the impact of coronavirus on the visit, such as validity of insurance, Guidance for travel abroad/parts of the UK, quarantine arrangements, contingency arrangements, public health advice, pre-visit or checks with the provider etc. Further specialist advice can be found at https://oeapng.info/	Any external visits will be subject to the usual process including appropriate pre-visit, RAs and HT sign-off.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Rebecca Bennett

Signed

Dated

Co-ordinator

Signed

Dated

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