

## Hitherfield Primary School, Nursery and Better Start Areas RISK ASSESSMENT

DATE OF RISK ASSESSMENT: 29th November 2021

ASSESSOR'S NAME: Chris Ashley-Jones

DIRECTORATE: **EDUCATION**

SITE/LOCATION: **Hitherfield Primary School and Streatham and Norwood Better Start Areas**

**Background giving rise to this assessment:** New guidance issued to schools: [Schools COVID-19 operational guidance](#)

ACTIVITY/LOCATION /SITUATION	HAZARD /RISK	ACTION REQUIRED	BY WHOM	DATE COMPLETED
Hitherfield Primary School, Nursery and Better Start Area locations.	Risk of coronavirus infection spreading to children and staff at school and in Better Start Areas. Risk is seen as being low relative to the impact on children if they do not return.	<ul style="list-style-type: none"> <li>● No adult or children can attend the school site if they have Covid-19 or symptoms of Covid-19. See link <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li>● All visitors to the school site, including parents and carers, must wear a mask unless exempt. <b><i>Please see guidance on the safe wearing and removal of masks at the end of this document.</i></b></li> <li>● <b>Staff have the option to wear other PPE if they wish, however all staff must wear face masks in the staffrooms (when not eating/drinking), if they are working across bubbles, assisting with external organisations (eg SALT), in main offices and any other locations where social distancing is not possible - corridors, start and end of the school days, etc.</b> See link <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></li> <li>● All staff identifying as Critically Extremely Vulnerable (CEV) can have individual risk assessments or they can take extra precautions, such as wearing masks and/or shields.</li> <li>● BAME Staff with additional health concerns can have individual conversations/risk assessments with EHT or follow advice for CEV staff</li> </ul>	Everyone  Parents, carers and Visitors All staff  EHT/CEV Staff  BAME staff  EHT	29/11/21 and On going

	<ul style="list-style-type: none"> <li>● Executive Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed including fully complying with NHS Test and Trace.</li> <li>● All staff have free access to a helpline for mental health and well being. See link <a href="#">Education Support Partnership</a></li> <li>● Meetings between EHT and Union Reps as required.</li> <li>● Governing Body kept up to date</li> </ul> <p><b>Lateral Flow Device (LFD) Testing</b> - all staff are encouraged to take a LFD test twice a week. Please collect the LFD test boxes from the main school office. If a staff member has a positive LFD test outcome they inform the EHT asap and then the staff member needs to have a PCR test asap. If the PCR is negative then they do not need to</p> <p><b><u>Ensure Good Hygiene for Everyone</u></b></p> <p><b><u>Hand and Respiratory Hygiene</u></b></p> <ul style="list-style-type: none"> <li>● Teachers share key information about hygiene daily. Resources are ‘Catch it, Bin it, Kill it’ poster and handwashing video <a href="#">How to wash your hands</a> and explain posters via IWBs:</li> </ul> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf</a></p> <p>Pupils, students, staff and visitors should wash their hands regularly, as they have now become used to doing. For example :</p> <ul style="list-style-type: none"> <li>● before leaving home</li> <li>● on arrival at school - anti-bacterial gel at school entrance</li> <li>● after using the toilet</li> <li>● regularly throughout the day</li> <li>● before food preparation</li> <li>● before eating any food, including snacks</li> <li>● before leaving school</li> </ul> <p><b>Soap and water is more effective than using sanitisers</b></p>	<p>All staff</p> <p>EHT/ Union Reps Covid Sub Group</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Premises</p>	
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- Children and adults are to cover their mouth and nose with disposable tissue when they cough or sneeze and put the tissue in the pedal bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- Pedal bins in all classrooms and other key areas around school
- Hand sanitisers around the entrances and exits to buildings
- Staff are permitted and may be required to wear items of PPE as part of their personal risk assessment, or the risk assessment of a particular child.

**Maintain Appropriate Cleaning Regimes**

**The school will receive an additional Deep Clean at regular intervals.**

The school will continue to be cleaned by our external cleaning company early every morning. Our premises staff will ensure all cleaning is to a high standard.

When the lockdown started stronger cleaning products (enhanced cleaning materials) were authorised by the DFE. These continue to be used by the cleaners in the mornings - eg Chlorine tablets for floors and tables.

Regularly, during the school day the Premises Team will disinfect the toilets and handrails, push plates, light switches and floors (if required).

Toilets - 3 times every school day

Handrails, push plates, light switches - 3 times every school day

Every classroom and main offices have cleaning products to use when required.

Guidance: **COVID-19: cleaning of non-healthcare settings guidance**

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**Keep Occupied Spaces Well Ventilated**

All staff to ensure windows/slats are open in classrooms, offcvies, halls and other areas around the site.

Air Conditioning can be used provided the room is also well ventilated.

Manager and other staff working with children.

Premises Manager

All staff

		<p>We have used the DFE's CO2 monitors to test different areas around the school and have not identified any areas that are causing concern. Staff can use the CO2 monitors on an ongoing basis and they should report any issues directly to the Executive Head Teacher.</p>		
	<p>Child/Adult is unwell and is presenting with possible COVID-19.</p>	<ul style="list-style-type: none"> <li>● Call the child's parent (or staff member's emergency contact, if needed) to come to school. Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>● Adult leaves the site asap</li> <li>● Child will be seated in the Interview Room until collected by their parent - make sure the blinds are up, so that they can be monitored and the window is open for ventilation.</li> <li>● They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available (eg when walking to the interview room) they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</li> <li>● If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.</li> <li>● The interview room and the public toilet will need to be cleaned once they have left.</li> <li>● If a child needs direct personal care before they go home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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.</li> <li>● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a PCR test is required). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>● All incidents must be recorded as normal</li> <li>● Child not permitted back until they have had a PCR test and are either Covid free or their isolation period has ended.</li> <li>● Public Health guidance will be followed</li> <li>● EHT/HOS will inform relevant staff</li> </ul>	<p>Admin staff / Premises Team /SLT / EHT</p>	<p>On going</p>

	A case of COVID-19 (pupil or school adult) is confirmed at our settings.	<ul style="list-style-type: none"> <li>● Adult or child should not be on site and if they are then we follow the guidance in the section above - Child/Adult is unwell and is presenting with possible COVID-19.</li> <li>● NHS Test and trace will make contact with close contacts and they will be asked to have a PCR test. They will need to isolate until they receive their PCR test result.</li> <li>● From 16th August 2021 children under 18 do not need to isolate unless they test positive themselves.</li> </ul>	Everyone	On going
Parents and Visitors	Potential to increase risk of infection	<ul style="list-style-type: none"> <li>▪ Parents and visitors are permitted on site.</li> <li>▪ <b>All visitors sign in and out of the school</b></li> <li>▪ <b>No adult or children can attend the school site if they have Covid-19 or symptoms of Covid-19. See link 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</b></li> <li>▪ <b>Visitors have the option to wear face masks and other PPE if they wish</b></li> </ul>	All staff Parents Visitors	01/09/21
Traveling to and from school	Families and staff using public transport become infected	<ul style="list-style-type: none"> <li>▪ Parents and staff are aware of how to travel safely on public transport, though the usual promotion of walking/scooting/cycling continues. See link: <a href="#">safer travel guidance for passengers</a></li> </ul>	EHT	01/09/21

**DfE Coronavirus helpline:**

**Phone: 0800 046 8687**

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 5pm (Monday to Friday)

**No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.**

## Safe wearing and removal of face coverings

When wearing a face covering, staff and visitors should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose
- avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination

When removing a face covering, staff and visitors should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- not give it to someone else to use
- if single-use, dispose of it carefully in a household waste bin and do not recycle
- once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Signed: *Chris Ashley-Jones* Date: 28th November 2021 Chris Ashley-Jones - Executive Headteacher.

Agreed by Governing Body Covid Sub Group on 28th November by email