

Risk Assessment completed by Alan Walters (Headteacher)

School Name: Coniston Primary School Date of Risk Assessment: 1st September 2020

Date of Update: 22nd November 2021

Description of Activity being risk assessed: - School reopening: COVID-19

Staff have had training to ensure the risk assessment is adhered to, to ensure procedures have fully been put in place and PPE requirements are understood. All staff and governors will receive an updated copy of the risk assessment each time it is updated. Updates will be clearly identified in yellow.

The following risk assessment takes into account the information regarding the 'new variants' of COVID and latest advice from Public Health.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed
Spread of the virus within the school.	All staff, pupils and visitors to school	On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer.	Ensure good supply of hand sanitizer, soap and paper towels available every day.	DR	Daily before /after school	On-going
		Pupils will enter their external classroom doors on arrival in the mornings. SLT will oversee this transition.	Communication provided to ensure parents know when they are required to drop children at school and pick up. Asked to stand away from each other in specific spaces designated in the car park.	AW	Updates as necessary	On-going
			Send text message confirming school contact details.	Office	Reminders sent as necessary	On-going

		<p>Parents will be asked to stay outside of school building and any issues to be communicated by email or telephone.</p> <p>Parents will not be allowed to access the office this term due to an increase in local COVID numbers.</p> <p>Parents to stand 1m+ away from each other at entry and exit times in designated areas.</p> <p>Anyone who shows symptoms in school will be asked to move to an isolated area/room.</p> <p>If the isolated person needs to use the bathroom then a designated bathroom (KS1 EYFS, KS2 Year 3) must be used and bathroom cleaned before further use.</p> <p>Ask person/pupil to leave by the nearest external door.</p> <p>Staff to carry out Lateral Flow Tests on a Wednesday and a Sunday.</p>	<p>SLT will stop parents at the gate.</p> <p>Parents are asked to wear face coverings at drop-off and pick-up times. (Optional)</p> <p>Ensure both KS1 group room and KS2 group room are available at all times. Keep contents of room to a minimum to aid cleaning process.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p> <p>Report any positive tests to SLT and book a PCR immediately.</p> <p>Provide regular checks on wellbeing by SLT.</p> <p>Staff to wear face coverings (not shields) at all times when</p>	<p>SLT</p> <p>All Staff</p> <p>Office/All Staff</p> <p>All staff</p> <p>SLT/All Staff</p> <p>SLT</p> <p>All staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>As necessary</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
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		<p>Where possible, doors and windows will remain open to minimise the touching of handles. Door-stops will be provided to enable this. Windows will be opened at the start of the day to increase ventilation through the classrooms.</p> <p>Parents to be reminded that children are only to bring a coat, a book bag, a lunch box and a full water bottle (these must be labelled).</p>	<p>transitioning around the school building.</p> <p>Staff to ensure doors and windows are open during break and lunch times.</p> <p>No bags are to be brought into school to ensure more space in cloakrooms.</p> <p>Staff to ensure nothing is brought into school unless on the essential list, parents to take it home with them at drop off time.</p>	<p>All staff</p> <p>All staff</p> <p>All Staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Breakfast Club	All staff, pupils and parents	Children from all Year groups can attend breakfast club in the hall.	<p>Children will line up on the pavement from 8am onwards. The children need to arrive by 8.15am at the latest.</p> <p>A member of staff will let them in and ensure they go through the breakfast club door safely. Parents are not allowed at the Breakfast Club door.</p> <p>Each Year group will have their own table in the KS2 hall and will go up to collect their food separately.</p> <p>Year groups will not share the same equipment. All</p>	<p>Breakfast Club Staff/Parents and pupils</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p> <p>Breakfast Club staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

Mrs Vindel's Wellbeing Breakfast Club	EV, pupils and parents	Children who attend this Wellbeing Breakfast Club have been invited to attend.	equipment will be allocated to a Year group and stored separately.			
			Children to use their usual class toilet.	Breakfast Club staff	On-going	On-going
			The children will be met in the carpark by Mrs Vindel and led into Breakfast Club. She will meet the children at 8.30am. If the invited children are not there at 8.30am, they will need to wait by the school gates for a member of SLT to take them to Breakfast Club. Parents are no longer allowed to drop children at the Breakfast Club door.	EV/SLT	On-going	On-going
After School Club at St Chad's Pre-School	All staff, pupils and pre-school staff	Children with siblings at the pre-school will be able to attend their after school provision	Children attending the after school provision will be collected from the car park by St Chad's staff.	After School Club staff	On-going	On-going
			St Chad's Risk Assessment will take over from this point.	After School Club staff	On-going	On-going
After School Sports Clubs	All staff, pupils and visitors to school	Children in Year 1-6 will have access to after school sports clubs from Forever Sport (KS2) and Future Stars (KS1)	Forever Sport have their own risk assessments that need to be followed at all times.	After School Club staff	On-going	On-going
			Parents need to wait, socially distanced, in the carpark and the children will be brought out.	After School Club staff	On-going	On-going
Visits from parents	Office Staff	Parents/carers will not be allowed to visit the office unless they are invited in by a member of staff. This will only happen on rare occasions.	Parents to communicate with the office through the intercom.	Office	On-going	On-going
			Parents need to email or call the office if they have a message.	Office	On-going	On-going

		<p>Parents/carers encouraged to use email or telephone to contact staff.</p> <p>Some parents will need to have meetings with the SENCO/Pastoral support, this will be done remotely either by Microsoft Teams or by phone.</p>	<p>Inform parents/carers of changes to systems and ensure they have the contact details and that their understanding of the process is clear.</p> <p>Details will be sent to parents by text or email</p>	<p>Office</p> <p>SG/EV</p>	<p>Regular reminders in newsletters</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>
Spread of the virus – Lateral Flow Tests	All staff, pupils and visitors	<p>All staff will be asked to self-administer 2 lateral flow tests per week (Wednesday and Sunday), provided by Government. Staff will read all relevant documents and confirm consent to participate in this testing process.</p> <p>Links:</p> <p>An Introduction to Rapid Self Testing for Covid</p> <p>Staff will follow instructions contained within in the kit. Then report the test results on the NHS website. If positive, this test result will also be reported to the Headteacher by 8pm on the day of the test. The Headteacher will arrange a fast track COVID test.</p>	<p>Staff will have responsibility to self-administer tests weekly, with any positive tests reported.</p> <p>Ensure good supply of hand sanitizer, soap and paper towels available every day, to ensure all hygiene precautions are met.</p> <p>Deep cleaning of all areas of the school will continue on a daily basis. With sufficient cleaning products to be available.</p> <p>Lines of communicate will continue providing up to date information.</p> <p>Kits will be provided to ensure test are carried out on a regular basis</p>	<p>All Staff</p> <p>DR /CS</p> <p>DR/CS/Cleaning Staff</p> <p>AW/Office</p> <p>CS</p>	<p>Every week</p> <p>Daily before /after school</p> <p>Daily before/after school</p> <p>Updates as necessary</p> <p>Every 2 weeks</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

		Results of this test, will lead to appropriate action. With all staff, families, Public Health England, Local Authority and visitors being informed	The office will update the spreadsheet and report the amount of negative tests and positive tests to the Local Authority.	Office	Weekly on a Thursday	On-going
Spread of the virus	All staff	Staff are provided with adequate PPE for the needs of themselves and contact with the children.	Staff are supplied with masks, visors, aprons and gloves to be used at their discretion and when in contact with children, especially those with SEND and in Reception.	Office	When necessary	On-going
			Staff provided with PPE and aware of the guidance of how to put on and remove PPE safely to prevent contamination.	AW	On-going	On-going
			Staff to read the guidelines on removal of PPE and place in a suitable waste bin and tie.	All staff	On-going	On-going
	All staff and pupils	Stagger the use of bathrooms, only one child at a time. Each class had their own designated toilet.	To mitigate cross-contamination have cleaning products for regular cleaning of taps and flush handles to be cleaned. Wipes may be used for this purpose.	All staff	On-going	On-going
		Make sure children are aware of the need for proper hygiene and ensure washing of hands after use.	Staff to remind children of bathroom hygiene and the use of which bathrooms and when.	All staff	On-going	On-going
			Ensure supplies of cleaning products and or wipes are readily available.	DR	On-going	On-going
Use of hand sanitizers	All staff, pupils and visitors to the school	Opportunities available for pupils, students, staff and visitors to wash their hands:	Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times.	All staff/DR	Daily	On-going

		<ul style="list-style-type: none"> • on arrival at school; • before/after using the toilet; • before/after breaks & outdoor activities; • before/after food preparation; • before/after eating any food, including snacks; • before leaving school; • after sneezing/coughing. 	<p>Ensure adequate supplies are maintained at entrance and exit points from the school.</p> <p>All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/building.</p> <p>Additional soap and sanitiser to be made available with extra paper towels at the start of each day.</p> <p>All supplies to be replenished daily and during the day if required.</p> <p>Supervision by staff to ensure safe use of sanitizers.</p> <p>Ensure children and staff are aware of not touching eyes or mouths with the hand sanitiser.</p> <p>All staff made aware of risk assessment for these products throughout the re-opening period.</p> <p>Staff are aware of Safety data sheets (COSHH). Items are listed on the sheets within school.</p> <p>Ensure all sanitizers are stored securely.</p>	<p>All staff</p> <p>DR</p> <p>DR</p> <p>All staff</p> <p>All staff</p> <p>CS/DR</p> <p>CS/DR</p> <p>All staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>By 1st June</p> <p>Weekly</p> <p>Daily</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
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Contamination through coughing and sneezing	All staff and pupils	Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.	Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it)	All staff	Daily	On-going
		Children are reminded to catch coughs and sneezes with hand or elbow and then to immediately wash hands.	Tissues and other items to be provided	AW	Daily	On-going
			Bins are kept away from the children and tied off at the end of the sessions to stop infection spreading.	All staff	Daily	On-going
		Children who develop a cough will be sent home to get a PCR test done as soon as possible. If children have COVID symptoms, they must be kept off school until a negative PCR result is received by the school office. Siblings to be PCR tested and can return to school if they have a negative result.	Guidelines are provided in the Coniston COVID Outbreak Contingency Plan.	All staff/parents	On-going	On-going
Social distancing	All staff and pupils	Pupils to keep 1m+ away from each other as much as possible. However, they will only interact within their own Bubble.	All Bubbles to be timetabled for break and lunch time to ensure staggered access to the outside area.	All staff	On-going	On-going
		Staff to follow guidance re social distancing in staffroom and in and around school etc.	Staff to be spread out at lunch times in staffroom 6 adults maximum maintaining 1m+ distance.	All staff	Daily	On-going

		Create a second staffroom	<p>All surfaces to be cleaned whenever they have been used/touched.</p> <p>All cups, plates and cutlery to be put in dishwasher immediately after use.</p> <p>External doors are used to give direct access to classrooms.</p> <p>Staff can choose which staffroom to use but must maintain safe numbers and social distancing at all times.</p>	<p>All staff</p> <p>All staff</p> <p>All staff/Pupils</p> <p>All staff</p>	<p>Daily</p> <p>Daily</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
Remote Learning (Where necessary)	All staff and pupils	A remote Learning policy and guidelines are in place. This is an agreement we have with parents. This will be in place during Year Group closures or when children are isolating at home.	<p>All vulnerable children are identified on our whole school plan. These children will be regularly contacted if they are isolating at home.</p> <p>Contact will be made daily.</p>	<p>AW/EV</p> <p>Teachers/EV</p>	<p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>
Lunchtimes	All staff and pupils	Pupils to eat their food in classrooms.	<p>Hot food is delivered to classrooms by the kitchen staff. Each class has a lunch trolley or a designated space in their classroom for lunchboxes.</p> <p>Cutlery, fruit and veg will be added to a recycling bag and put in the compost bins. Other food waste and containers will be added to bins provided by kitchen staff.</p>	<p>All staff</p> <p>All staff</p>	<p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>

		Each class will have a time to eat and a time to go outside. This will be one of two sittings. (Sitting 1 is at 12pm and sitting 2 is at 12.30pm). EYFS, Year 4-6 will eat in their classrooms at 12pm, while Years 1-3 will go outside. At 12.30pm, Year 4-6 will then come in and Years 1-3 will replace them on KS2 playground, EYFS will use their own playground.	<p>Pupils do not share utensils, cutlery, food or drink.</p> <p>SMSAs will be allocated to one of three zones on KS2 playground, they remain in their zone from 12pm to 1pm.</p> <p>Between sittings the play equipment outside will be sprayed so it can be used by the next class.</p>	<p>All staff</p> <p>SMSAs</p> <p>SMSAs</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Use of resources	All staff and pupils	Use of books to be maintained however, limit the range of books and wipe down after use and leave for at least 72 hours before using these for another child.	<p>Books from home to be left in a suitable place and wiped down by staff member and left for at least 72 hours – wash hands afterwards.</p> <p>Books to be changed on a Monday and brought back on a Thursday.</p>	<p>All staff</p> <p>All staff</p>	<p>Weekly</p> <p>Weekly</p>	<p>On-going</p> <p>On-going</p>
SEN children	All staff and pupils	Plans in place to deal with behavioural issues are reviewed by SENCO	Be clear on advice and support for staff in dealing with any issues that arise e.g. breaking of Bubble or lack of social distancing. Inform parents that school reserves the right to send children home who are not able to adhere to the school's new system.	AW	On-going	On-going
Potential contamination of buildings/equipment	All staff and pupils	<p>Deep clean of all areas at the end of each day.</p> <p>Each classroom will require all surfaces to be sanitised at the end of the day.</p>	<p>Ensure stocks of cleaning materials are maintained.</p> <p>Teachers and TAs to wipe down the tables and the back</p>	<p>DR/CS</p> <p>All staff/Cleaners</p>	<p>Daily</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p>

			<p>of chairs. All other surfaces will be cleaned by the cleaners. Equipment used by adults to be cleaned by staff within each Bubble at the end of the day including teachers' laptops.</p> <p>All staff aware of the expectations around resource cleaning.</p> <p>Water fountains removed and water supplied from classroom taps for refilling water bottles - monitored by class teacher.</p> <p>Outdoor equipment is cleaned between groups using it. Consider who will be responsible for doing this or take equipment out of use.</p>	<p>AW</p> <p>DR/All Staff</p> <p>All staff</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
Cleaning of school building	All staff, pupils and cleaners	<p>A deep clean will be carried out in all areas in use, every day.</p> <p>Cleaning staff will have been made aware (by CS) of the levels of cleaning required in each area and provided with PPE for each area (if requested).</p>	<p>Deep clean will continue to happen every day.</p> <p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user. It must be disposed of carefully as contaminated waste.</p> <p>Cleaning staff to be provided PPE if necessary by the office.</p> <p>Cleaning staff made aware by school the risks and how to obtain safe working equipment and practices.</p>	<p>Cleaners</p> <p>CS/Cleaners</p> <p>CS</p> <p>CS/DR</p>	<p>On-going</p> <p>Daily</p> <p>Daily</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>

		<p>Hand washing facilities are available including Anti-bacterial hand gel (70-90% alcohol content).</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. • Cleaning • After emptying bins • After using the bathroom. <p>All anti-bacterial wipes have been tested against viruses as well.</p>	COSHH assessments to be completed for all new cleaning products and COSHH inventory updated.	CS/DR	On-going	On-going
Provision of First Aid	All staff and pupils	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>All minor injuries should be dealt with within the Bubble.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms (online) as usual.</p>	<p>All staff who are first aid trained, will be provided with first aid kits to ensure they can attend to any minor needs.</p> <p>Staff have PPE available to attend the children's first aid needs and use the guidance on removal of PPE. (Disposable Fluid resistant surgical mask – Type 2, Reusable face visor, apron and gloves).</p> <p>HSE advice is followed for first aid. www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p>	<p>CS to order additional kits as required.</p> <p>Staff with up to date First Aid training</p> <p>Office/All staff</p>	<p>On-going</p> <p>Daily</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>

Administering medication		As much as possible reduce the amount of medication you agree to administer.	Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in the usual manner.	Office	Daily	On-going
		Only on-going prescribed medication to be administered	No medicines to be administered unless absolutely necessary during this time.	Office	Daily	On-going
			Staff to wash hands after each pupil.	All staff	Daily	On-going
			Regularly check Public Health England for updated advice.	CS	Weekly	On-going
Pregnancy		Possible complications for pregnancy. Implications for health of mother and unborn child.	Seek advice from GP/Midwife. Each pregnant member of staff will have their own risk assessment.	Pregnant staff	As necessary	On-going
Dealing with unwell children and staff.	All staff and pupils	Children and staff that become unwell with non-COVID symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.	Reminders to parents/carers to send children into school unless they have COVID symptoms. Public Health England poster guidance followed regarding childhood illness. Communication to be sent to all parents outlining these measures. All staff to have seen and contributed to the risk assessment.	Office All staff AW AW/All staff	On-going Daily Reminders in newsletters On-going	On-going On-going On-going
Infection Management		Any child of staff member showing symptoms is not	If there is a confirmed case of COVID-19, we will follow the	All staff & Office	On-going	On-going

		<p>allowed in the building. Must inform the Headteacher immediately and be sent for a test.</p>	<p>current flowchart, issued by PHE/South Glos Council, on how to deal with any possible outbreaks.</p> <p>Pupils, staff, or others, who display signs of COVID-19 symptoms are immediately sent home and advised to call 119 to book a test.</p> <p>A separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance before anyone else can use it.</p> <p>Pupils, staff or others displaying COVID-19 symptoms who are waiting to go home, stay in an isolated area KS1 and KS2 group rooms (whatever is nearest). If necessary, a staff member stays with a pupil.</p> <p>An individual assessment will be made of each member of staff who is at high risk, especially BAME and vulnerable, as to whether they can work safely in school.</p> <p>An individual assessment will be made for each pupil who is higher risk, as to whether they can attend school on medical information as well as high risk BAME.</p>	<p>All staff and parents</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>AW/All staff/Parents</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
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Outbreak in School			Any home visit must follow government guidance. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes . However, they should be avoided wherever possible.	AW/All staff	On-going	On-going
			Children or staff members can only return once they have had a negative PCR and evidence of this shared with school.	All staff/parents	On-going	On-going
			As part of the national Test and Trace programme if cases are detected within school or a cohort, PHE will conduct a rapid investigation and advise on the appropriate course of action to take.	AW	On-going	On-going
			Any child or staff member, who has a family member who has tested positive, must take a PCR test and if they have no symptoms or are double vaccinated, should return to school while they wait for their results. It is advised they do a lateral flow test every day until the PCR results come back.	All staff/parents	On-going	On-going
Fire drill	All staff, pupils and visitors	Fire drill procedures and fire safety notices.	Revisit fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible.	AW/CS/DR	On-going	On-going

			Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.	All staff	As necessary (Termly)	As necessary
			Fire alarms to be tested by as normal on regular basis.	DR	Weekly	On-going
Deliveries to school	All staff, pupils and delivery drivers	Potentially regular deliveries will be required on a daily basis for kitchen or other necessary items.	Whilst placing the order consider adding advice on delivery procedures within school.	Office/DR	Daily	On-going
		After picking up or opening parcels or letters, the packaging is disposed, and hands are washed thoroughly using soap or sanitizer.	All deliveries to school need to be left in the foyer and taken from there.	CS/DR	Daily	On-going
			Instructions are posted at the main entrance for delivery drivers. Social distancing rules apply.	Office/DR	Daily	On-going
			Kitchen deliveries to be maintained and processed by the kitchen staff using their own risk assessment.	Kitchen staff	Weekly	On-going
			Ensure boxes are wiped down or left for up to two days before they are opened.	Office/DR	Daily	On-going
Contractors visiting the site (including educational specialists)	All staff, pupils and contractors	Contractors will be required to follow social distancing. They must produce a risk assessment for COVID-19, or explain their safety measures.	Contractors will not be allowed into classrooms, unless the room is empty. Where possible, contractors work away from other people, and have their own entrance and toilet.	Office	On-going	On-going
		All visitors must fill out a Test and Trace form,	LA professionals can observe children from the doorway or a	All staff	On-going	On-going

		agreeing to inform us within 21 days of visiting if they have had a positive test, before entering through the main reception.	designated area within the classroom/school as long as social distancing is maintained. Social care will use the meeting room when visiting children. They need to sign in at the office, and be taken there before the children are collected.	Office/All staff	On-going	On-going
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