

## Ashby Hill Top Primary School- Covid 19 Risk Assessment

### Risk Assessment

<b>Location / Site</b>	Ashby Hill Top Primary school
<b>Activity / Procedure</b>	Full opening in autumn term 2020- following Covid-19 partial closure
<b>Assessment date</b>	16.09.2020- updated regularly/when guidance changes 08.01.2021- updated

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>Yes</b>

#### **Government guidance for schools' states:**

"It continues to be the aim that all pupils, in all year groups, remain in school full-time throughout the autumn term."

#### **System of controls**

##### **Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

##### **Response to any infection**

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

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Link to Full Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

<b>Identify hazard</b>	<b>Risk of contact with individuals who are unwell and those who have coronavirus (COVID-19) symptoms</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children, staff and other adults should not come into school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days</li> <li>2. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> <li>3. They must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>4. If a child is awaiting collection, they should be kept in the Headteacher's office with the window open, supervision of a first aider/adult who can keep a 2m distance. If it is not possible to isolate them (due to the age of the child), they should be moved to an area which is at least 2 metres away from other people.</li> <li>5. If the child needs to go to the bathroom while waiting to be collected, the child should use disabled toilet in reception area. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>6. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>7. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. (Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.)</li> <li>8. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</li> <li>9. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ol> <p><i>Public Health England is clear that routinely taking the temperature of pupils is not recommended as</i></p>			

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<i>this is an unreliable method for identifying coronavirus (COVID-19).</i>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Identify hazard</b>		<b>Poor hygiene practice resulting in transmission of the virus</b>	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Regular cleaning throughout the day and thorough daily cleaning</li> <li>2. Infection control procedures are adhered to as much as possible in accordance with the relevant guidance from the DfE and PHE</li> <li>3. Clean hands thoroughly more often than usual with soap and running water or hand sanitiser. Posters displayed throughout the school reminding pupils to wash their hands regularly: <ul style="list-style-type: none"> <li>- After coming into school</li> <li>- After sneezing or coughing</li> <li>- Before and after handling or eating food</li> <li>- After going to the toilet</li> </ul> </li> <li>4. Children wash their hands with soap and running warm water for no less than 20 seconds</li> <li>5. Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary</li> <li>6. Always keep occupied spaces well ventilated</li> <li>7. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use as an alternative to hand washing</li> <li>8. Sufficient amounts of soap (or hand sanitiser where applicable), warm water, paper towels and lidded bins are supplied in all toilets and kitchen areas</li> <li>9. Bar soap is not used– liquid soap dispensers are installed and used</li> <li>10. Promote the 'catch it, bin it, kill it' approach. Children are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins</li> <li>11. Children clean their hands after they have coughed or sneezed</li> <li>12. Pupils do not share cutlery, cups, drinks or food</li> <li>13. For Foundation children additional measures put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules, teacher demonstrations, use of videos/film clips</li> <li>14. Children whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the Behaviour Policy</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>Identify hazard</b>	<b>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Use PHE's COVID-19: cleaning of non-healthcare settings guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>2. Regular cleaning throughout the day and thorough daily cleaning</li> <li>3. Gloves to be worn by cleaning staff</li> <li>4. Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms/shared areas that are used by different groups</li> <li>5. Frequently touched surfaces, e.g. handles, toilets and shared equipment will be cleaned daily</li> <li>6. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>7. Ensure lidded bins are emptied daily</li> <li>8. Soft furnishings and soft/fabric based toys will be removed from use in classrooms to aid cleaning process</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>	<b>Risk of contact between children and staff resulting in direct transmission of the virus- measures in the classroom/school communal areas</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Each class forms a 'bubble'- bubbles as far as possible are kept away from each other- children do not move between classrooms/use other spaces, where possible</li> <li>2. EYFS children and Year 5/6 form 1 large bubble due to open plan base and shared playtimes.</li> <li>3. Teacher and LSA are assigned to bubbles children and as far as possible stay with these children</li> <li>4. Children stay in the classroom for majority of the day unless timetabled to use outside spaces...groups are not to mix with other groups inside school</li> <li>5. Movement around the classroom will be limited (unless EYFS/Year 1 classes)</li> <li>6. Classrooms to be reorganised with desks in rows, desks can be touching and children can sit next to each other, but they must be facing the front-in Year 1 and EYFS stations will be set up and equipment wiped down regularly- ways of working in these classes will be made clear to parents through newsletters/class letters</li> <li>7. Remove excess furniture to increase space in classrooms</li> </ol>			

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8. Mark out an area for the teacher – 2m distancing at front of room if possible
9. For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that will not be shared
10. Classroom based resources, such as books and games, can be used and shared within the bubble. These must be cleaned regularly
11. Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics).
12. Schools bags are allowed but pupils should limit the amount of equipment they bring into school each day to essentials such as lunch boxes, coats, reading books
13. Staff to maintain a distance between people whilst inside and reduce the amount of time that they are in face to face to contact to lower the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children- this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. Teachers and other adults will avoid close face to face contact and minimise time spent within 1 metre of anyone
14. Staff asked to wear masks/face covering in communal areas and corridors and to reduce time spent with adults from outside their bubble where possible
15. Where possible, minimise contact around school site between groups, e.g. separate entrance/exit gates and one-way systems
16. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction- if support is needed- see point 12
17. Children and teachers can take books and other shared resources home, although unnecessary moving/sharing should be avoided- children/staff to avoid passing of paper and resources between children wherever possible
18. Staff should sanitise hands before and after the distributing of paper/resources to tables.
19. For those children with complex needs or those who need close contact care, their educational and care support will where possible be provided as normal. School will seek expert guidance from Behaviour Panel re support for children with behaviour difficulties – that might need restraint and display challenging behaviours etc. Leading to individual risk assessments/Reduced timetable/exclusion considered if necessary if children are acting in a way staff are put at risk
20. Physical distancing advice re reducing the amount of time that staff are in face to face to contact, re-visited and modelled in school and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance
21. All teachers and other staff if needed may operate across different classes and year groups in order to facilitate the delivery of the school timetable, although they should try and keep a distance from pupils and other staff as much as they can
22. Introduce staggered start, break, lunch and finish times- outside space will be sectioned to minimise mixing between phases during outdoor breaks
23. Cancel large gatherings, eg assemblies, whole school events.
24. Staff meetings via Zoom minimise staff gatherings
25. Always keeping occupied spaces well ventilated
26. Hot meals provided on a rota
27. Lunchtimes will be staggered and shorter. Our lunchtime staff will be supervising over lunch. Children will eat in their classroom when not on the hot food rota.

**Remaining level of risk**

Consider level of risk following use of control measures

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HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Identify hazard</b>		<b>Lack of social distancing on journey to and from school resulting in direct and indirect transmission of the virus</b>	
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Encourage parents and children to walk/cycle or drive to school rather than take public transport- cycles/scooters left at the front of the school</li> <li>2. Add markers to the outside of school to ensure that families can wait safely</li> <li>3. Protocol shared re maintaining distancing between families/children in the morning with parents and children</li> <li>4. Additional space allocated to EYFS/Year 1 parents, whose children may need additional time to handover/separate from parents- waiting area coned off in the carpark</li> <li>5. Parents/carers asked to wear masks at collection/drop off times</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Identify hazard</b>		<b>Lack of social distancing waiting to enter school/classrooms in morning resulting in direct transmission of the virus</b>	
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Protocol shared re social distancing between families in the morning/afternoon with parents and children- parents wait on the pavement opposite the school to allow space for children to be handed over at the end of the day</li> <li>2. SLT to be on duty to supervise drop off/collections they will wear face coverings</li> <li>3. Staff positioned inside school to marshal children safely and quickly into their classrooms</li> <li>4. Markers in corridors and classrooms for the children to be aware of social distancing</li> <li>5. Allocated doors for entering and exiting school</li> <li>6. Signage for children displayed outside the classroom/in school</li> <li>7. Staggered drop off and pick up times for different groups of children- 3 groups to reduce time taken to enter school</li> <li>8. Parents asked to wear face coverings at drop off and collection times- following advice from PHE/LCC sent on 15.09.2020</li> </ol>			

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<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>	<b>Lack of social distancing during lunch/breaks resulting in direct transmission of the virus between bubbles</b>		
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<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
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1. Staggered breaks and allocated play area in the first instance- outside space will be divided to minimise mixing between phases during outdoor breaks
2. Year 5/6 children who mix a break times to complete close contact information daily to aid track and trace in case of positive case in school
3. Reduced use of playtime equipment – hard surfaces can be easily cleaned by cleaners at the end of the day
4. Games discussed which encourage physical distancing – No contact sports- games must be non-contact- ball passed by feet, could create new games
5. Staff supervision throughout – actively encouraging physical distancing between different classes but not within bubbles
6. Children line up on markers outside before calmly entering the school
7. Sandwiches delivered to classrooms by kitchen staff
8. Sandwiches to be eaten in the classrooms
9. No use of toilets at playtimes to avoid overcrowding in corridors, toilets– children will use toilets before and after
10. Lunchtime staff use a walky-talky so that inside staff can be alerted in case of emergencies

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>	<b>Risk of transmission of the virus through wrap around care /before and after school clubs/activities/visitors to school</b>		
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<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
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1. Liaise with wrap around care providers to check their risk assessments and planning for how they can safely restart in the autumn term- need to maintain separation of bubbles in their provision. Children use Foundation toilets and these are cleaned at the end of the session. Parents drop off collect from main entrance, no entry to the site
2. After school clubs to run for classes to minimise mixing of bubbles

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3. Contact sports will not take place until guidance changes
4. Child minders are safe for parents to use- drop off and collect in first and last time slots so that child minders do not need to linger on or around the site, increasing risk to themselves and any children in their care
5. No class visitors/reading parents in school until after October half term
6. PPA cover as normal- no staff who cover are used at other c=schools so this minimises risks
7. Teachers/staff who work in more than one school can attend but should stay apart from other staff members and children where possible
8. Other visitors such as S&L or social care professionals are booked in the diary in advance so appropriate space can be found for them
9. Contractors and service providers will be booked in after school whenever possible. Where not possible safety guidelines will be in place and they will not enter any class bubble, whilst children are present
10. A record of school visitors contact information and who they have visited will be kept by office staff should we need to pass information onto Track and Trace

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		<b>Lack of social distancing between groups resulting in direct transmission of the virus</b>	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children stay in their classroom and access outside spaces at staggered times, entering and exiting the building ensuring physical distancing</li> <li>2. Two classes outside at a time, markers to divide the playground</li> <li>3. Toilets shared but use will be monitored to ensure no overcrowding</li> <li>4. Agree instructions with children concerning going to and returning from toilet</li> <li>5. Children can only enter girl's/boy's toilets if there is a cubical free. Wait outside if not. External toilet doors to be propped open to help with supervision- children will need to be trained.</li> <li>6. Messages to office via internal phone system- registers will need to be collected by CS</li> <li>7. When moving groups around the school, children practise physical distancing– regular practice in the first few days</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		<b>Contact of shared resources resulting in indirect transmission of the virus</b>	
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<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Thorough cleaning at the end of each day, tables, door handles and other surfaces cleaned every night by cleaning staff</li> <li>2. Children will have their own equipment on their desk/in their drawer</li> <li>3. EYFS/Year 1 resources on tables, staff to wipe/clean shared resources</li> <li>4. Timetable for shared resources- quarantine for appropriate time after use</li> <li>5. Children asked to bring minimal equipment into school daily. Cloakrooms can be used but kept tidy and items on individual's hooks</li> <li>6. Reading books – a safe system for reading books will be developed- possibly boxes in classroom labelled with days of week. When returning a book put in the correct box. These can then be returned to shelves 48 hours later.</li> <li>7. Lessons planned so resources are individual and not shared – or on white board</li> <li>8. Resources on tables ready for lesson and not distributed within the lesson</li> <li>9. Plastic packets/wallets used for individual resources</li> <li>10. Children encouraged to wash hands/use hand gel before lessons and after each lesson</li> <li>11. Staff wipe clean as they go if needed</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		<b>Risk of infection via staff to staff contact resulting in direct transmission of the virus</b>	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Social distancing guidance must be followed by staff when parking on school property and entering the site and when in the building</li> <li>2. Always keeping occupied spaces well ventilated</li> <li>3. Staggered breaks with separate break out areas in HT office, green chairs and outside the staffroom to give staff ample space and opportunity to maintain distance from others</li> <li>4. Staff advised to go straight to their base- not congregate in corridors/communal spaces</li> <li>5. Staff must put their crockery/cutlery away in the dishwasher</li> <li>6. Shared equipment should be wiped before and after use</li> <li>7. Staff advised to wash hands thoroughly and regularly and use hand sanitiser provided- especially before using shared spaces</li> <li>8. Only office staff/SLT allowed in the office- doors and windows to be kept open</li> <li>9. When photocopying staff advised to wash hands/hand sanitise before and after using the copier or wear gloves and throw them away in lidded bin after use</li> <li>10. No more than 2 members of staff in the teacher room at a time</li> </ol>			

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11. Staff who work at more than one site advised to minimise contact with other staff in school

### SLT specific advice

SLT contact with children is possible when outside, e.g. supervising drop off/collection/playtimes whilst maintaining a 2m distance, supporting with behaviour but is kept to a minimum

SLT to avoid entering classrooms while children in are school

SN to set days to visit each site rather than splitting days between sites if possible. SN to avoid going into the staffroom when others are present. Contact with children only possible for short periods, maintaining physical distancing

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		<b>Emotional distress of the children</b>	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1:1 support provided by ELSA LSA to support their emotional needs</li> <li>Additional PHSE curriculum to be delivered in first half of autumn term to support children's well-being</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		<b>Emotional distress of the staff – including anxiety</b>	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>Online support for any staff who request it – SN or refer the LA counselling services</li> <li>Face to face meetings can be requested by staff when school reopens, if individuals feel they need any additional advice or support</li> <li>Staff meeting – virtually – to discuss concerns and shared control measures prior to opening</li> <li>Sharing of support helplines including the <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing</li> <li>Risk assessments reviewed regularly</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	

## Ashby Hill Top Primary School- Covid 19 Risk Assessment

HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Identify hazard</b>		<b>Increased workload for staff of potential further national/local lockdowns</b>	
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Plan in place for possible additional national/local lockdowns- LSAs rota in place for vulnerable/Key Worker families in the event of lockdown</li> <li>2. Teachers work from home/classrooms in the event of lockdown to interact daily- remote learning. SLT to plan what this will look like for children/staff over the summer</li> <li>3. SLT available if any concerns are raised- risk assessments regularly- staff wellbeing to form part of this review</li> <li>4. Staff advised to go home for PPA</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b>Identify hazard</b>		<b>Risk of illness/response to any infection</b>	
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<b>Engage with the NHS Test and Trace process</b>			
<ol style="list-style-type: none"> <li>1. Parents are written to and notified of the following: Parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> </ol> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes</p>			

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anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Reminders sent to parents in august before the return and added to regular newsletters.

Remaining level of risk		Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

OVERALL level of risk		Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>	

Assessor’s comments		Insert comments relevant to findings as appropriate		
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School will make our best endeavours to ensure that risks to staff and children are minimised. Risk Assessment will be shared with staff on 24.08.2020, alongside further information and instructions.

Children start on different dates so that they can be trained in new routines before each groups starts

Parents will be given details of how school will operate in advance of their children attending school

Name of assessor	Signature of assessor	Date
<b>Sylvie Newman</b>		<b>03.01.2021</b>

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<b>Governor's comments</b>	Insert comments relevant to assessment as appropriate

<b>Risk assessment reviews</b>	Each half term When/if guidance changes
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