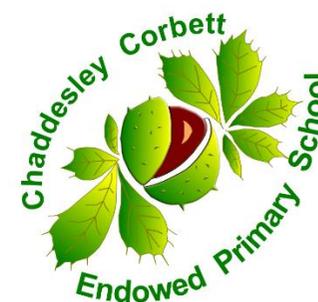


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| <b>School</b>              | Chaddesley Corbett Endowed Primary School         | <b>Risk Assessment Author:</b> | Emma James  |
| <b>Assessment</b>          | Safe operations of site during pandemic           | <b>Date:</b>                   | 02/01/2021  |
| <b>Next Review Date:</b>   | As deemed necessary as per Government / PHE / DfE | <b>Version</b>                 | 8th Version |
| <b>Who could be harmed</b> | Pupils  |                                |             |



| # | Risk Factor                | Potential Consequence   | Likelihood (1 to 5) | Severity (1 to 5) | Risk Rating | Risk Rating Low/Med/High | Potential Control Measures   | Likelihood (1 to 5) | Severity (1 to 5) | New Risk Rating | Final Risk Rating Low/Med/High/ Extreme |
|---|----------------------------|---|---------------------|-------------------|-------------|--------------------------|--|---------------------|-------------------|-----------------|---|
| 1 | Diagnosed with coronavirus | Transmission of infection due to member of pupil infected with COVID-19 | 3                   | 4                 | 12          | Medium                   | <p>Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines</p> <p>Information sent out on weekly newsletter to follow the guidance</p> <p>To inform parents of clear notifying school procedures if they suspect that a pupil or family member has Covid19 symptoms and are in self-isolation.</p> | 3                   | 4                 | 12              | Medium                                  |

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| 2 | <b>Fitness to attend</b>  | <p>Due to an existing health condition an pupil is considered vulnerable.</p> <p>A pupil is showing symptoms of coronavirus</p>                 | 5 | 4 | 20 | <b>High</b> | <p>If a pupil is showing symptoms of coronavirus they should be sent home and have a test. While they are waiting to be collected they will need to isolate in the Medical Room which will then be cleaned before used again. If they need the toilet they will use the staff toilet and that will be kept out of use until cleaned. A member of staff will stay with pupil and wear PPE. If the test is negative and the child is well they can return to school, if the test is positive the school have to identify close contacts and inform staff/pupils that they need to self-isolate. Letters and correspondence to send home regularly reminding parents of the advice.</p> <p>A designated page on the web site is for COVID information that has been emailed or sent from WCC.</p> | 2 | 5 | 10 | <b>Medium</b> |
| 3 | <p><b>Living with a person who is self-isolating,</b></p> <p>a person who is at increased risk or a person who is defined on medical grounds as extremely vulnerable.</p> | <p>Due to living in the same household as someone with an existing health condition and is considered vulnerable as per government guidance</p> | 4 | 4 | 16 | <b>High</b> | <p>Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing.</p>  | 1 | 5 | 5  | <b>Low</b>    |

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| 4 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)</p> <p><b>- whilst travelling to school</b></p> | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 4 | 4 | 16 | high | <p>Pupils should be encouraged to walk to school where possible. Pupils should avoid travelling to school on public transport where possible.</p> <p>Pupils should travel in separate vehicles to and from school wherever possible. The only time that sharing of vehicles can be considered is when there is no option to do otherwise (i.e. a sibling)</p>   | 1 | 4 | 4 | Low |
| 5 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)</p> <p><b>- entering school building</b></p>    | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 4 | 4 | 16 | high | <p>Pupils are to use designated building entrances. Access classrooms directly from the outside where possible. If they have to enter the school building, or queue to enter any part within, then adequate signage must be displayed showing 2 metre intervals such as distance posts or floor markings.</p> <p>Site Manager and Deputy Head have completed WCF risk checklist before further opening of school and a review in October - Health and safety visit from WCC was carried out in December was successful.</p> <p>Shared with staff COVID19 PH WCC guidance for mainstream school V2 and checklist</p> | 1 | 4 | 4 | Low |

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| 6 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress</p> <p>- staircases, lifts, pedestrian routes</p> | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 4 | 20 | High | <p>Classes to ensure that they stagger use of corridors, if you can use the outside access and limit movement around the school as much as possible. One way system and allocated entrances and exits are used at access to the dining hall at lunchtime. Staff to wear masks/visors in communal areas where social distancing is difficult. Additional signage in place.</p> <p>Zoning in place - stagger times in communal areas and limit amount of staff in rooms, rooms limited numbers. One way system in the playground.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation</p> | 1 | 4 | 4 | low |
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| 7 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress</p> <p>- <b>classrooms</b><br/>- <b>School site</b></p> | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 4 | 20 | High | <p>Pupils to be limited to single class. Remove all additional soft furnishings and soft toys</p> <p>Pupil should only use their designated classroom and should not enter any other classroom for any reason.</p> <p>Pupils will wash their hands upon entry and several times each day.</p> <p>All classrooms are to be thoroughly cleaned each day follow the 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>)</p> <p>Lunch time supervisors will be based with a class and all tables and seats will be cleaned between each sitting.</p> <p>Staff will do a mid day cleaning - tables, surfaces of their class rooms. IT equipments will be cleaned after each use and then cleaning in the evening.</p> <p>Where possible all spaces should be well ventilated using natural ventilation (opening windows).</p> <p>Use outdoor space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p> | 2 | 5 | 10 | Medium |
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| 8  | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using</p> <p><b>- eating and drinking facilities</b></p>                          | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 4 | 20 | High | <p>Lunch hall times to be staggered so children are not moving around the school at the same time.</p> <p>Children should clean or sanitize their hands before entering and enter in the groups they are already in.</p> <p>Allow sufficient time for cleaning before each class / group enters the dining hall.</p> <p>Same LA to be supervising each class on subsequent days.</p> | 1 | 4 | 9 | low    |
| 9  | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) during</p> <p><b>- breaktime / lunchtime</b></p>                                       | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 4 | 20 | High | <p>Class / groups to use separate areas of the school site / playground.</p> <p>Trim trail can be used, but pupils have to sanitise their hands before use.</p> <p>Each Bubble/class group will have their own play equipment and it will be cleaned appropriately and frequently.</p>   | 1 | 4 | 5 | low    |
| 10 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using</p> <p><b>welfare facilities</b></p> <p><b>- toilets and wash areas</b></p> | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 4 | 20 | High | <p>Ensure toilets do not become overcrowded by limiting the number of children who use the toilet at one time.</p> <p>Dedicate specific classrooms to toilet facilities.</p>   | 2 | 4 | 8 | Medium |

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| 1<br>1 | Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when<br><br>- exposed to other pupils | Close proximity to infected people<br><br>Breathing in droplets in the air<br><br>Touching contaminated surfaces | 5 | 4 | 20 | High | <p>Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day or on subsequent days where possible due to part time members of staff.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.</p> <p>Pupils to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning</p> | 2 | 4 | 8 | Medium |
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| 1<br>2 | Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when<br><br>- exposed to school staff | Close proximity to infected people<br><br>Breathing in droplets in the air<br><br>Touching contaminated surfaces | 5 | 4 | 20 | High | <p>Ensure that children and young people are in the same class groups at all times each day, and different groups are not mixed during the day or on subsequent days where possible due to part time members of staff.</p> <p>Ensure that the same teacher and staff (e.g. LA) are assigned to each group and as far as possible these stay the same during the day and on subsequent days.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.</p> <p>Staff to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning</p> <p>Site staff should work where possible outside or where children are not located. Staff to wear face coverings in communal areas where social distancing is difficult.</p> <p>Reception staff should remain within the reception area and not use other areas of the site (except welfare facilities).</p> <p>All other staff who can work-at-home should work at home as per the latest government guidelines.</p> | 2 | 4 | 8 | Medium |
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| 1<br>3 | Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice<br><br>- Shared equipment              | Close proximity to infected people<br><br>Breathing in droplets in the air<br><br>Touching contaminated surfaces   | 5 | 4 | 25 | High | Equipment to remain in the classroom and sharing of equipment to be kept to a minimum.<br><br>Maintain good hygiene measures, regular handwashing. Clean and sanitise equipment regularly.        | 2 | 4 | 8 | Medium |
| 1<br>4 | Increased risk to health due to reduced first aid arrangements caused through staff reductions (e.g. through isolation, travel restrictions and NHS) | Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. | 4 | 4 | 16 | High | There will always be a first aider on the site. PPE equipment in all cleaning stations gloves, aprons and masks.<br><br>First aid room and office complete (face shields) PPE equipment if needed | 1 | 4 | 5 | low    |

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| 1<br>5 | <b>Diagnosed with coronavirus during the day.</b>   | Infected<br>Other staff / pupils infected                        | 3 | 4 | 12 | Medium | <p>If pupil or any member of staff develops symptoms during the day, they will ALL need to leave site, after informing the SLT member on duty.</p> <p>Pupil will need to wait in the medical room while awaiting collection. Use of staff toilet - no entry sign to be placed on toilet so no one else has access to it until the pupil is collected and the room has been deep cleaned.</p> <p>Room that the pupil has had contact in will be deep cleaned at the next convenient time. Mid -day or end of day. To review use of resources that have been used to limit contamination.</p> | 3 | 4 | 9 | Medium |
| 1<br>6 | <b>Increased risk of children mixing bubbles in Clubs / child care</b>                                  | Pupils well-being by cancelling clubs<br>The need for child care | 4 | 5 | 20 | High   | <p>Limit the clubs to year group bubbles if possible</p> <p>Adhere to tier guidance and restrictions</p> <p>Review provision of clubs regularly.</p> <p>Decision on clubs to consider the well being of the pupils.</p> <p>Wrap around- all children allocated to a bubble. Children stay in KS1 or KS2 group. Consistent staffing. Enhanced hygiene. Cleaning and disinfecting equipment provided. Children fed in separate bubbles, no sharing of equipment. Staff to wear visors.</p>  | 3 | 3 | 9 | Medium |
| 1<br>7 | Potential negative impact on <b>Mental health and well being</b> due to the ongoing affects of pandemic | Stress and anxiety returning to school                           | 4 | 4 | 16 | Medium | <p>Regular engagement with parents regarding school procedures.</p> <p>Activities within the school day focussing on wellbeing and mental health.</p> <p>School attendance is compulsory.</p> <p>Staff to continue to monitor pupils wellbeing throughout the school day.</p> <p>Staff supporting parents if needed.</p>  | 1 | 4 | 4 | low    |

