

Woodside Primary School 01691 652446	RISK ASSESSMENT – Relating to Covid-19 and School Operations		Date	Reviewed 23.08.21
	Location:	Gittin Street. Oswestry, Shropshire, SY11 1DT		Ref

Ref:	Topic / Hazard	Risk Factor	Pre-Control Risk Level	Control Measures	Undertaken By:	Post-Control Risk Level	Control Action Managed By:
1	GENERALLY						
1.1	Covid-19 prevalence	Significant increase in Covid-19 disease spread	Medium	Monitor both government and reliable local information sources to monitor the Covid-19 prevalence. Compile a Contingency Plan to close the school at short notice if necessary to account for the possibility of a local lock-down including the means to ensure continuity of education. Remote learning in place for all children not in school.	Senior Leadership Team	Low	Headteacher
1.2	Covid-19 prevalence	Outbreak of the disease at the school	Low	Include in the Contingency Plan the means to obtain urgent medical support and close the school at short notice.	Senior Leadership Team	Low	Headteacher
1.3	Covid-19 protection measures	Covid-19 arrangements become out of date due to change of government guidance	High	Monitor the government advice on a regular basis. Review and update this risk assessment and associated procedures as necessary.	Senior Leadership Team	Low	Headteacher
1.4	Roll-out of new Covid-19 safety arrangements	<u>Continuation of</u> implementation of the new Covid-19 procedures resulting in confusion and lack of control	High	Be mindful of contact between different groups across the school, including wraparound care. The start and finish times of the year groups are as follows: Nursery 8.20am – 11.20am/12.10pm – 3.10pm Reception 8.30am – 2.45pm Year 1 8.30am -2.30pm Year 2 8.35am - 2.40pm Year 3 8.40am - 2.50pm Year 4 8.45am - 3.00pm Year 5 8.40am – 2.50pm Year 6 8.45am - 3.00pm	Headteacher/ Associate Headteachers Business Manager	Medium	Associate Headteachers

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				3.05 – sibling pick up			
1.5	NHS Test and Trace	Lack of information of Covid-19 cases resulting in uncontrolled spread of the disease	High	School will follow guidance from Track and Trace. *Lateral flow testing to continue until the end of September (Tuesday and Friday weekly)	Senior Leadership Team	Medium	Associate Headteachers
2	STAFF						
2.1	Staffing Resources	Insufficient staffing due to: Vulnerable staff Other staff not attending school due to infection concerns	Medium	All staff expected to be in school under current guidance. Updates will be monitored.	Headteacher/ Associate Headteachers	Low	Headteacher/ Associate Headteachers
2.2	Staff Training	Lack of Covid-19 training	High	All staff to receive reviewed risk assessment (August 21) via email. Staff updated on PD Day.	Headteacher/ Associate Headteachers	Low	Headteacher/ Associate Headteachers
2.3	Teaching Staff: skills and numbers	Staff to pupil ratio too low resulting in lack of effective infection control	Medium	SLT to monitor staffing on a daily basis.	Headteacher/ Associate Headteachers	Low	Headteacher /Associate Headteachers

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2.4	Support Staff: skills and numbers	Too few staff to undertake Covid-19 essential tasks resulting in lack of effective infection control	Medium	SLT to monitor staffing on a daily basis.	Headteacher/ Associate Headteachers/ Business Manager/Site Manager	Low	Associate Headteachers
2.5	Cleaning Staff numbers	Too few staff to undertake Covid-19 cleaning tasks resulting in lack of effective infection control	High	Schedule sufficient staff resources ensuring that reserve staff can be called upon for any day to day shortages.	Site Manager	Low	Associate Headteachers
2.6	Staff breaks	Normal occupancy levels to staff / rest rooms potentially increasing the spread of disease	Medium	Stagger staff break times where possible to minimise room occupancy at any one time.	All staff	Low	All staff
2.7	Mental Health - Staff	Staff who may be particularly anxious	Medium/ High	Establish feedback from staff via dialogue and one-to-one meetings to establish and address any issues of staff being particularly anxious. Extra mental health support is available via online resources and charities. For more information go to: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers https://www.educationsupport.org.uk/ https://www.gov.uk/guidance/school-workload-reduction-toolkit	Management Staff	Low	Line Managers

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				Any member of staff wishing to wear a mask in school should speak to the headteacher.			
3	SCHOOL PREMISES AND EQUIPMENT (Adjustments)						
3.1	Classroom Occupancy	<p>Problem with effective allocation of pupils to achieve a maximum 15 per classroom</p> <p>Cross contamination risk</p>	High	No restrictions on classroom occupancy	Headteacher/ Associate Headteachers/ Business Manager/Site Manager	Low	Headteacher/ Associate Headteachers
3.2	School desk / table spacing	Pupil spacing less than the 1m social distancing rule resulting in increased cross infection risk	High	No restrictions on classroom layout.	Headteacher/ Associate Headteachers/ Site Manager	Medium	Associate Headteachers
3.3	Pedestrian routes internally	Pupils, staff and others not achieving the 2m social distancing rule resulting in increased cross infection risk	High	<p>Survey the premises to decide which areas may be temporarily put out of use (to minimize Covid-19 required additional cleaning).</p> <p>Define pedestrian routes ideally achieving one-way systems where possible.</p>	Headteacher/ Associate Headteachers/ Site Manager	Low	Associate Headteachers
3.4	Pedestrian routes externally	Pupils, parents, staff and others not achieving the 2m social distancing rule resulting in increased cross infection risk	High	2m social distancing no longer required. However, one way system will stay in place.	Headteacher/ Associate Headteachers/ Site Manager	Low	Site Manager

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Ref:	Topic / Hazard	Risk Factor	Pre-Control Risk Level	Control Measures	Undertaken By:	Post-Control Risk Level	Control Action Managed By:
3.5	Provision for sick pupils or staff	Lack of provision for isolation of sick person resulting in an increased cross infection risk to others	High	<p>Define a stand-alone room (e.g. designated First Aid Room) ideally with associated private use WC facility. Ensure that it is well ventilated.</p> <p>If the sick person is a suspected Covid-19 case, then they should wear a protective mask if possible. Also the person assigned to accompany them should wear an FFP2 or FFP3 mask; goggles; maintain 2m social distancing; and undertake additional hand-washing and ensure that additional cleaning is undertaken. Refer to Cleaning / Hygiene section of this document regarding additional requirements.</p> <p><i>[Note: The Pink Room, Nurture Room and Finance Office have been assigned for this purpose. Openable windows are present to improve the ventilation within the room. Toilets are nearby].</i></p>	Headteacher/ Associate Headteachers/ Site Manager	Low	Headteacher/ Associate Headteachers
3.6	Classroom used by pupil with suspected Covid-19	Classroom may be have been contaminated by the pupil	High	<p>Retain a reserve classroom (to be kept out of use normally). Use demountable hall - only to be used if a class of pupils needs to be moved out of the potentially contaminated room. This will allow the potentially contaminated classroom (and any other areas that apply) to be hygienically cleaned ready for re-use.</p>	Headteacher/ Associate Headteachers/ Site Manager	Low	Associate Headteachers
3.7	Readily touchable surfaces in <u>Good Condition</u>	Normal cleaning regime is inadequate to minimise Covid-19 cross-infection	High	Implement cleaning regime in accordance with the school's Covid-19 compliant cleaning schedule.	Headteacher/ Associate Headteachers/ Site Manager/ Cleaners	Low	Site Manager
3.8	Readily touchable surfaces in <u>Poor Condition or Difficult to Clean</u>	Infra-structure elements which cannot be readily hygienically cleaned due to porosity or poor condition	High	Continue to clean frequently touched surfaces.	Headteacher/ Associate Headteachers/ Site Manager/Clea ners	Low	Site Manager

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3.9	Air quality - Room ventilation	Enhanced exposure to airborne Covid-19 aerosols due to stagnant contaminated air	Medium	1. Open the windows & doors to provide room ventilation; ideally to generate cross ventilation through the room. This applies even in mechanically ventilation spaces. 2. For toilets which are mechanically ventilated, normally the objective should be to avoid opening windows to ensure the right direction of ventilation.	Headteacher/ Associate Headteachers/ Site Manager/Cleaners/Caretaker	Low	Headteacher/ Associate Headteachers
3.10	Air quality – Heating, Ventilation and Air Conditioning Systems (HVAC)	Enhanced exposure to airborne Covid-19 aerosols when HVAC systems are run in normal mode	Medium	Since Jan 2021 - Heating on but ventilation to continue. Advice taken by Site Manager.	Site Manager	Low	Site Manager
3.11	Maintenance of HVAC systems	Enhanced exposure to airborne Covid-19 aerosols arising from maintenance	Medium	Since Jan 2021 - Heating on but ventilation to continue. Advice taken by Site Manager.	Site Manager	Low	Site Manager
3.12	Poor ventilation to spaces	Potential for an increases of Covid-19 exposure to occupants if the occupancy is high	Medium	Minimise the occupancy and duration of use of such spaces. Keep doors open where reasonably practical to improve ventilation. <u>All fire doors should be closed when a room is unoccupied.</u> Provide stand-alone fans to improve ventilation where necessary.	Headteacher/ Associate Headteachers/ Site Manager/Cleaners	Low	Headteacher/ Associate Headteachers
3.13	WCs	Enhanced exposure to airborne Covid-19 aerosols when flushing WCs	Low	All WCs should be flushed with the lids closed to minimise the release of contaminated droplets.	All WC users	Low	Headteacher/ Associate Headteachers/ Teaching staff
3.14	Pens and pencils, etc.	Cross contamination	Medium	Restrictions no longer required	Staff Pupils	Low	Staff Teaching Staff

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4	COMMUNICATIONS WITH PARENTS						
4.1	Informing parents of proposals and updated information	Lack of understanding of school Covid-19 requirements	Medium	Provide information by letter/email in simple language including the names of school staff who they should contact if they require further information or explanation.	Headteacher/ Associate Headteachers	Low	Headteacher
4.2	Arrangements if a pupil is sick	Lack of clarity of what action should be taken	High	A designated staff member is to be assigned to manage the action to be taken for a sick pupil. Unless immediate action is necessary to summon the emergency services, in the first instance the parents / guardian will be contacted and instructed to collect the sick child and put them in self-isolation at home.	Headteacher/ Associate Headteachers	Low	Headteacher/ Associate Headteachers
4.3	Parents dropping off / collecting pupils	Congregation of parents at / near school entrance resulting in compromising the social distancing rule	High	2m distancing no longer required. However, one way system is in place.	Headteacher/ Associate Headteachers	Low	Headteacher
4.4	Pupil drop-off / pick-up times	Normal school start / finish times resulting in a build-up of parents thereby potentially compromising the social distancing rule	High	Stagger start and finish times to limit the numbers of parents and pupils at any one time to manageable numbers. Notify parents for each class group of this arrangement with set drop-off and pick-up times. Nursery 8.20am – 11.20am/12.10pm – 3.10pm Reception 8.30am – 2.45pm Year 1 8.30am -2.30pm Year 2 8.35am - 2.40pm Year 3 8.40am - 2.50pm Year 4 8.45am - 3.00pm Year 5 8.40am – 2.50pm Year 6 8.45am - 3.00pm 3.05 – sibling collection	Headteacher/ Associate Headteachers	Low	Headteacher/ Associate Headteachers

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				Arrange for any children whose parents are late in collecting them to attend wraparound care.			
4.5	Pupil drop-off / pick-up with pupils in different school year groups	Staggered pick-up / drop-off times will result in time-gaps between pupils and lack of effective management of some pupils	High	See above for timings	Headteacher/ Associate Headteachers	Low	Site Manager
5	MANAGING PUPILS						
5.1	Grouping of pupils	Mixing of pupils between classes / year groups increases the difficulty of self-isolation in the event of a positive Covid-19 case.	High	No longer a requirement	Headteacher/ Associate Headteachers	Low	Teachers
5.2	Vulnerable pupils	Lack of understanding by pupils of the school Covid-19 requirements Increased susceptibility to contracting Covid-19 or suffering from its effects	High	<ol style="list-style-type: none"> Identify and undertake EHCP/GSP risk assessments. Safeguarding Team making regular contact with vulnerable families & work with other professional agencies as appropriate. 	Headteacher/ Associate Headteachers	Low	Associate Headteachers
5.3	Pupil arrival to and departure from site	Accumulation of pupils	High	<ol style="list-style-type: none"> Stagger the start time of each year group (see Communications with Parents section above). Designate staff members to supervise pupils to ensure compliance with hand-washing. 	Headteacher/ Associate Headteachers/ SLT/Teachers	Low	Headteacher/ Associate Headteachers
5.4	Social distancing	Cross contamination between children	High	Continue handwashing and hygiene.	SLT/Teachers/ School Staff	High	Headteacher/ Associate Headteachers

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5.5	Personal hygiene	Cross contamination	High	<p>Teachers to train all pupils to wash hands for 20 secs (Happy Birthday x2) at least during the following milestones:</p> <ul style="list-style-type: none"> • upon arrival and departure from the school; • when they return from breaks • when they change rooms • before and after meals • after toilet use; <p>and regularly as necessary at other times.</p> <p>Small children and any pupils with complex needs should be helped to clean their hands properly (see item 5.8).</p> <p>Ensure that alcohol-based sanitiser dispensers are present in each classroom and other places as deemed necessary. Pupils should be supervised in the use of hand sanitisers given risks around ingestion.</p>	All staff	Medium	Headteacher/ Associate Headteachers
5.6	Coughing and sneezing etc.	Cross contamination	Medium	<p>Ensure that that there is a good distribution of boxes of tissues in normally occupied rooms. Teachers to train all pupils to use tissues and adopt the government 'catch it, bin it, kill it' approach.</p>	All persons	Low	Teachers/ School Staff
5.7	Pupils with specific health conditions	Pupils with known conditions becoming acutely ill	High	<ol style="list-style-type: none"> 1. Specific pupil register to be maintained including the nature of their health condition. 2. All staff to be made aware of the register and actions to be taken. 3. Specific emergency treatment medication / devices (e.g. inhalers) to be safely retained in specified locations know to all staff. 	Designated adult	Low	Business Manager

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5.8	Pupils needing physical personal help	Accidents Nappy Changing, wetting pants, etc.	High	Designated adult to wear disposable protective aprons and gloves. Place soiled clothes into a sealed plastic bag. Dispose of gloves/used nappies/wipes in a bin for daily emptying. Additional hand-washing to be undertaken by adult and pupil.	Designated adult	Medium	Headteacher/ Associate Headteachers
5.9	Sick Pupil departure from site	Achieving isolation of the sick pupil from others	High	Designate a room for isolation of the pupil – see School Premises and Equipment section above. Ensure that the Safeguarding Team have the up-to-date contact names and details of parents, social workers, etc. as appropriate. <i>*Children showing symptoms should be moved to nearest isolation room via the outside of the building and should not be walked through bubbles.</i> <i>[Note: The Pink Room, Nurture Room and Finance Office have been assigned for this purpose. Openable windows are present to improve the ventilation within the room. Toilets are nearby].</i>	Designated Safeguarding team member	Low	Headteacher/ Associate Headteachers
5.10	Group activities	Increased susceptibility to contracting Covid-19	High	The normal school assemblies or group activities will not be undertaken beyond assigned classroom groups. Meetings/assemblies taking place via Teams as appropriate.	Teachers	Low	Headteacher
5.11	Play-time - outdoor	Increased susceptibility to contracting Covid-19 arising from contact with other pupils and outdoor play equipment	High	Restrictions no longer required	Site Manager Play-time Supervisors	Low	Associate Headteachers/ Site Manager
5.12	Mental Health - Pupils	Pupils who may be particularly anxious	Medium	Establish feedback from pupils and parents as necessary to establish and address any issues of	Teachers	Low	Teachers

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				<p>pupils being particularly anxious. Extra mental health support is available via online resources and charities. For more information go to: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>Woodside pastoral team are prepared to support individual and groups of children and work closely with class teachers and external providers of wellbeing/mental health support.</p>			
6	FOOD AND DRINK FACILITIES						
6.1	Meals for pupils	Increased susceptibility to contracting Covid-19 arising from contact with others and potentially contaminated surfaces	High	<p>Pupils to take meals as follows:</p> <ol style="list-style-type: none"> 1. Year 5 and 6 - to collect meal and take to classrooms/outdoors 2. Years 2, 3 and 4 to collect meal and take to classrooms/outdoors 3. Year 1 to eat in hall 4. Reception & Nursery – Meals in demountable hall <p>Catering/other staff to arrange for food delivery (and collection of used catering items) to/from the classrooms using trolleys, etc.</p> <p>Room ventilation to be increased: see section 3. Apply government guidance on dealing with food. Go to: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	Meals Supervisors	Low	Headteacher/ Associate Headteachers
6.2	Meals for staff	Increased susceptibility to contracting Covid-19	High	Staff to use their designated classroom/space/outdoors; ensuring that they	Staff	Low	Headteacher/

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		arising from contact with others and potentially contaminated surfaces		hygienically clean all surfaces accordingly after use and dispose of consumables in bins to be emptied daily.			Associate Headteachers
6.3	Drinks for pupils	Cross-contamination from drinking fountains, taps, etc.,	High	Drinking fountains to be put out of use; but ensuring that the legionella maintenance regime is continued. Pupils to bring their own water bottles but, where this does not occur, each class to have disposable cups available. Children & adults to wash hands and use sanitizer before and after handling these items.	Teachers Teaching Assistants	Low	Teachers Teaching Assistants
6.4	Drinks for staff	Cross-contamination from drinking fountains, taps, etc.,	High	Drinking fountains to be put out of use. All staff to bring their own personal-use drinking bottles / cups and refill them from designated taps ensuring that they maintain hygiene measures to taps / surfaces.	Staff	Low	Each staff member
6.5	Food and drinks for contractors and visitors	Contamination risk	Medium	Notify contractors / visitors before their planned visit that they will be required to bring their own food and drink and that arrangements must be made for its consumption e.g. in their own vehicle or in a school designated suitable place on the premises. Where a designated room is made for this purpose, anti-viral wipes to be made available and the contractors / visitors advised that they must apply them onto any surfaces they use before and after consumption.	Site Manager/ Staff Host Member Contractor	Low	Staff Host Member
7	MANAGING CONTRACTORS, DELIVERIES AND VISITORS						
7.1	Site Rules and arrangements for Contractors	Normal contractor rules being insufficient to manage the Covid-19 hazard	High	<ol style="list-style-type: none"> All non-essential works to be deferred if possible. No contractor is to be permitted on site unless pre-arranged i.e. no unplanned drop-in visits. School contractor site rules to be updated to include provisions to minimise the Covid-19 risk. 	Site Manager (or person designated by him) Contractors	Low	Site Manager

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				A copy of these is to be sent to the contractor before anyone attends site. 4. Every worker to receive an induction session. (Note: subsequent visits by the same person from a contractor does not need further induction unless the school rules or procedures change). 5. Site attendance timing to be scheduled where possible to avoid start and finish times of school and other likely congestion times. 6. Contractors displaying symptoms during site visit to leave premises and seek medical advice. Area(s) of school visited by this person to be deep cleaned.			
7.2	Site Rules and arrangements for Visitors	Normal visitor rules being insufficient to manage the Covid-19 hazard	High	1. Visitor site visits to be avoided where possible by using by remote communication means (telephone, email, video conferencing, etc.). 2. The school's visitor site rules are to be updated to include provisions to minimise the Covid-19 risk 3. Where visits need to be made, visitors will be required to sign-in and confirm their agreement to conform with the Covid-19 updated site rules. 4. No visitor attendance is to be permitted unless it is pre-arranged i.e. no unplanned drop-in on site visits. 5. Site attendance to be planned and, where possible, to avoid start and finish times of school and other likely congestion times.	Site Manager (or person designated by him)/Admin staff	Low	Staff Host Member
7.3	Deliveries for school	Contamination risk	Medium	1. School supplier deliveries to be pre-arranged where possible. 2. Deliveries to be supervised by a designated school staff member who will ensure	Admin staff/Caretaker	Low	Business Manager/Office Manager/Site Manager

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				<p>conformance with the Covid-19 updated site rules.</p> <p>3. If the post/parcel is to be opened by another person then the item should be placed in a designated place ready for collection. Thereafter, the Receptionist is to wash/sanitise their hands.</p> <p>Any parcels should be left in first Reception area and be collected by the recipient to reduce movement of handling and movement of parcels around school.</p> <p>4. The person handling/opening the post/parcel should remove and bin the packaging at a designated table or the like; hygienically clean the surface on which this has been done; and wash their hands before dealing with the item.</p> <p>5. Hygiene measures generally are to be taken in accordance with the cleaning schedule requirements.</p>			
7.4	Deliveries for Contractors	Contamination risk	Low	<ol style="list-style-type: none"> 1. Only pre-arranged deliveries should arrive on site. 2. Normally the contractor will be responsible for receiving, handling and applying their own hygiene arrangements of the item/parcel. 3. Where contractor items are delivered to site and need to be dealt with by the school then the item will be put placed in a safe holding location and arrangements made for handing this to the contactor upon arrival to site. Appropriate hygiene measures will be taken similar to the above item. 	Admin staff/Caretaker	Low	Site Manager/Caretaker

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7.5	Deliveries personally for School Staff	Contamination risk Increased administration	Medium	All staff to minimize personal deliveries of parcels to school. Any parcels should be left in first Reception area and be collected by the recipient to reduce movement of handling and movement of parcels around school.	Staff	Low	Headteacher
8	CLEANING / HYGIENE / PPE PROVISION						
8.1	Cleaning	Covid-19 contamination of surfaces leading to transfer of the disease to others	High	Implement additional cleaning in accordance with the cleaning schedule requirements.	Site Manager /Cleaning Team	Low	Site Manager
8.2	Cleaning upon discovery of a suspected Covid-19 case	Infected person touching surfaces may <u>increase</u> the likelihood of transfer of the disease to others by cross contamination	High	Implement additional cleaning in accordance with the cleaning schedule requirements. Ensure that staff are aware of who will be assigned to undertake this task if the regular cleaning staff are off-duty at the time of the discovery incident.	Headteacher/ Associate Headteachers/ Site Manager /Cleaning Team	Low	Site Manager
8.3	Supply of cleaning products	Shortage of supplies due to enhanced cleaning regime	High	1. Review cleaning product requirements. 2. Carry out stock-take of current supplies. 3. Procure additional supplies, as required, including an increased reserve supply to cater for uncertainty.	Site Manager /Cleaning Team	Medium	Site Manager
8.4	Personal hygiene products	Lack of provision may increase the risk of disease transfer	Medium	1. Provide a box of paper tissues in each occupied room: to be used to suppress coughs or sneezing. Tissues must be disposed of in bins to be emptied daily. 2. Hand sanitizer/spray to be readily available around the school. Disposal of these to be as above.	Site Manager	Low	Site Manager

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8.5	Personal Protective Equipment (PPE) – Provision and Use	Lack of provision may increase the risk of Covid-19 disease transfer to staff	High	<p>Government guidance is that PPE-use is not required at schools if the recommended social distancing and hygiene measures are implemented. However, in specific circumstances there is a need for PPE when dealing with pupils (refer to the Managing Pupils section).</p> <p>This will necessitate that teachers and designated adults:</p> <ol style="list-style-type: none"> Wear disposable plastic aprons, disposable mask and gloves when changing nappies or the like. Wear FFP2 or FFP3 face masks; and visors or goggles when in close proximity with a person with suspected Covid-19. Have plastic disposal bags with ties for the staff member to place the used PPE into before they wash their hands. <p>The school is to procure a reasonable supply of the PPE given above.</p> <p><i>Note: the above description is with reference to protection from Covid-19 only: additional PPE may also be required for other routine tasks – this is subject to a separate risk assessment.</i></p>	<p>Designated Persons</p> <p>Site Manager</p>	Medium	<p>Site Manager</p>
9	SIGNS, NOTICES and MARKINGS						
9.1	Control of external areas	Lack of awareness of the new procedures by anyone visiting the site	High	2m social distancing no longer required. However, one way system will stay in place.	Site Manager/Caretaker/Admin Staff	Low	Site Manager
9.2	Control of internal areas	Lack of awareness of the new procedures by staff,	High	2m social distancing no longer required. However, one way system will stay in place.	Headteacher/	Low	Headteacher/

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		pupils and others within the building			Associate Headteachers/ Site Manager		Associate Headteachers
10	VEHICLES / TRANSPORT						
10.1	Parents' vehicles on the site	Loss of control of defined pedestrian movement about the site	High	Exclude all parents' vehicles from the site with the exception of permit holders. This requirement will be conveyed in the parent information correspondence.	Headteacher/ Associate Headteachers/ Site Manager/ Caretaker/ Admin Staff	Low	Headteacher/Site Manager

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Appendix – Government Published Control Requirements

[Note: the measures noted below are incorporated into this risk assessment document]

System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

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) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Woodside Primary School	RISK ASSESSMENT – Relating to Covid-19 and School Operations		
	Location:	Gittin Street. Oswestry, Shropshire, SY11 1DT	Ref S017/Version 7

Document Version History

Version	Date	Description	Prepared / Amended by:
DRAFT	20/05/20	First Draft issued for comments / amendments to the school.	Christopher Fox of SurVerify Limited (Chartered Safety and Health Practitioner)
SLT DRAFT	20/05/20	First draft amended and returned to Christopher Fox	Claire Bennett, Headteacher Karen Williams, Associate Headteacher Louise Jones, Associate Headteacher
1	21/05/20	Amendments reviewed and final check / minor corrections undertaken.	Christopher Fox
2	06/06/20	Amendments made for September 2020	Claire Bennett, Headteacher Karen Williams, Associate Headteacher Louise Jones, Associate Headteacher Senior Leadership Team
3	14/07/20	Amendments made for the return of school full-time from the beginning of autumn term. This takes account of updated Covid-19 guidance published 2 nd July 2020 by HM Government.	Christopher Fox
4	04/01/21	Amendments made by HT/AHTs for January 2021.	Claire Bennett, Headteacher Karen Williams, Associate Headteacher Louise Jones, Associate Headteacher
5	12/01/21	Amendments made by HT/AHTs following updated government guidance January 2021.	Claire Bennett, Headteacher Karen Williams, Associate Headteacher Louise Jones, Associate Headteacher
6	25/02/21	Amendments made by HT/AHTs following updated government guidance February 2021.	Claire Bennett, Headteacher Karen Williams, Associate Headteacher Louise Jones, Associate Headteacher
7	23.08.21	Amendments made by HT/AHTs following updated government guidance August 2021.	Claire Bennett, Headteacher Karen Williams, Associate Headteacher

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			Louise Jones, Associate Headteacher
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