



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

WESTFIELD PRIMARY SCHOOL AND NURSERY

Date of Risk Assessment: Updated 1st September 2021

Signed:  *J. Probert*

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (i.e. you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Controls Required	Additional Controls <i>[School please add anything unique to your setting]</i>	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> ● The site team (or mobile team) will continue with all compliance checks (fire safety etc.). ● Competent Contractors will continue to carry out specialist testing ● Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. ● Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>Head teachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required, we will undertake a drill of new arrangements as soon as possible. As of current, there is no need to change the established fire drill and the priority is still to evacuate the building in a safe manner.</p>	<p>SM</p> <p>JM</p> <p>JM</p>	<p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p>	
<p><u>Office Contact</u></p>	<p>No parents will be allowed into school for any reason.</p> <p>Parents/visitors are encouraged to call ahead before coming to the school office; visitors will only be admitted by prior appointment and most queries can be solved over the phone.</p>	<p>SM/RB</p>	<p>01.09.21</p>	

	<p>Only one adult will be allowed into the lobby at a time and they should wear a face covering.</p> <p>If a parent needs an appointment with a member of staff, it can be arranged via telephone or video link.</p>			
<p><u>School Drop Off</u></p> <p>DHT and HT to be on duty to supervise</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit</p> <p>We will have a process for removing face coverings when pupils and staff who use them arrive at school.</p>	<p>Adults will not be encouraged to wait on site and will now leave via the double Field Gate exit once their child(ren) has been dropped off at school.</p> <p>SLT to supervise outside</p> <p>TAs allocated to each class will be responsible for the flow past the entrances</p>	<p>SLT School staff</p>	<p>01.09.21</p>	
<p><u>School Pick Up</u></p>	<p>As normal</p>	<p>SLT School staff</p>	<p>01.09.21</p>	
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list to be prominently displayed</p> <p>First aid packs will be available in each classroom for emergency first aid</p> <p>This will also be available at the first aid station based outside the main playground entrance during break times</p> <p>The First aider will wear an apron and gloves.</p>	<p>SM & VB</p>	<p>01.09.21</p>	

<ul style="list-style-type: none"> ● Hand sanitising points will remain at main building entrances. ● Stringent hand washing will be taking place. ● See hand washing guidance. ● https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ● Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>songs and repetition. Adults will be constantly modelling and reinforcing the practise during the school day.</p>			
<p>Cleaning</p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</p> <p>Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning</p>	<p>Head teacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Where possible, site manager will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>Cleaning ‘buckets’ to be provided for each classroom and these will be stored out of the reach of children.</p> <p>Wipes to be provided for every office/shared space</p> <p>Washing hands posters replaced in all washing areas</p> <p>Reminders how to wash hands properly – videos and posters</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>SM</p>	<p>01.09.21</p> <p>01.09.21</p> <p>Ongoing</p> <p>01.09.21</p> <p>Ongoing</p>	

<p>of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p>	<p>Disinfectant spray in each classroom to be used after lunch.</p>			
<p><u>Face Coverings</u></p> <p>There is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good ventilation handwashing behaviours above all else.</p> <p>If there is a substantial increase in the number of positive cases in your school (see Stepping measures up and down section for more information), a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). Contingency plans cover this possibility.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/goveSMment/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials should be displayed prominently https://www.gov.uk/goveSMment/publications/guidance-to-employers-and-businesses-about-covid-19</p>			
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no</p>	<p>There is no restriction on movement around school. There will be no bubbles.</p> <p>Assemblies will resume.</p>			

<p>longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>There will be a contingency plan to cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<p>Performances will resume, but will be thoroughly risk assessed first.</p> <p>Educational visits will resume, but will be thoroughly risk assessed first.</p> <p>Wrap around care will continue without the need for bubbles, but parents will be asked to ensure we have the most up-to-date details on record.</p> <p>Families will be asked to work with Test and Trace and to engage in accessing a PCR test if a child shows symptoms.</p> <p>School will send home any child with symptoms, however mild.</p> <p>Parents will be reminded in a letter at the start of term of the symptoms, how we are mitigating the spread of the virus and when they should book a PCR test. We will also inform parents of who should self-isolate when they become a close contact.</p>			
<p>Rapid Testing for Covid 19 – Lateral Flow Device (LFD)</p> <p>The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that is they are 'asymptomatic'.</p>	<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Confirmatory PCR tests</p>	SM	Ongoing	

	<ul style="list-style-type: none">● They're below the age of 18 years and 6 months● They've taken part in or are currently part of an approved COVID-19 vaccine trial● They're not able to get vaccinated for medical reasons. Instead, they'll be advised by NHS Test and Trace to take a PCR test. <p>If 5 or more (or 10% of the school population) test positive in a 10-day period we will follow our Outbreak Management Plan.</p> <p>This may involve the reintroduction of measures such as bubbles, wearing of face coverings or, possible return to remote learning. PHE and BANES Public Health team would advise the school in such circumstances.</p> <p>If any child is required to stay at home due to having COVID-19, we will provide remote education, in line with the new remote education temporary continuity direction for academic year 2021/22, which places the same requirements on schools as the direction from last academic year 2020/21.</p> <p>Schools affected by the temporary continuity direction must provide remote education for state-funded, school-aged pupils whose attendance would be contrary to local public health advice or UK central government guidance or law relating to COVID-19.</p>			
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	Schools must also have regard to the expectations for remote education, which remain the same as last academic year.			
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. (We await the issuing of Government guidance on this topic).</p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p> <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p>	SM/VB	Ongoing	
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>School communicates on a regular basis through its Weduc app, Newsfeed and website.</p> <p>School Office is able to receive and reply to emails where appropriate</p> <p>Pinned onto Newsfeed and notified through school letter</p>	RB/SM/VB	Ongoing	

	School Office, Site Manager and SBM to advise any contractors on site	RB/JM/SH		
<u>Environmental issues</u>				
Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.		All staff/JM	Ongoing	
<u>Mental Health</u>				
Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (insert number) Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	Leaders, as relevant to your school setting will be required to oversee this. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Regular communication of mental health information and open door policy for those who need additional support. Also Managers to refer to HR team when in doubt. Individual risk assessments for children with special educational and behavioural needs	SM & VB SM & VB SM & VB	Ongoing Ongoing Ongoing	
<u>Sunshine Club</u>				
Both breakfast and after school clubs will run in school and operate on a strict booking system (PES) with a maximum of: <ul style="list-style-type: none"> • 20 places for breakfast 	Key safety points include being fit for work, washing hands and wearing aprons or other clean clothing as appropriate.	SM/RB/VG/TY	03.09.21	

<ul style="list-style-type: none">• 20 places for after school <p>The FSA guidance on good hygiene practices in food preparation and their HACCP processes guidance is intended to ensure staff follow good hygiene practices to prevent the spread of disease to food.</p>			06.01.21	
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