

<h2 style="margin: 0;">Risk Assessment</h2>

Location / Site	Insert location and site where activity taking place
REDHILL PRIMARY ACADEMY	
Activity / Procedure	Insert name/type of activity or procedure being assessed
SCHOOL REOPENING TO ALL PUPILS SEPTEMBER 2021 (Updated after Step 4 guidance)	
Assessment date	Insert date when assessment is being carried out
<p>6/7/2020 – to be updated regularly until re-opening</p> <p>21/9/20 – updates in yellow</p> <p>27/10/20 – updates in blue</p> <p>3/12/20 – updates in green</p> <p>15/12/20 – isolation period update</p> <p>31/12/20 – review based on Telford and Wrekin moving into Tier 3, updates in pink</p> <p>5/1/21 - updated based on PM announcement, changes in grey.</p> <p>8/1/21 – updated due to release of government guidance ‘Restricting attendance during the national lockdown: schools’ Guidance for all schools in England, updates in grey.</p> <p>21/1/21 – updated to add in the management of asymptomatic testing of staff. See final section.</p> <p>3/2/21 – checked and updated based on updated guidance, Restricting attendance during the national lockdown: schools’ Guidance for all schools in England, updates of text in blue.</p> <p>24/2/21 – checked and updated based on new government guidance, Schools coronavirus (COVID-19) operational guidance, updates of text in green.</p> <p>26/3/21 – updated section to encompass after school clubs resuming after Easter, updates of text in purple.</p> <p>20/4/21 – updated to reflect swimming, music lessons and residential visits all of which can resume, updates of text in dark red.</p> <p>12/5/21 – updated to reflect easing of restrictions on 17th May, updates to text in orange.</p> <p>9/7/21 – updated to reflect Schools Operational Guidance (after Step 4), July 2021: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</p> <p>2.10.21 – updated to reflect DfE updated guidance on 27th September to align with their winter plan – see yellow highlights.</p>	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soap order in large quantities. 2. Extra soap dispensers and refills in each classroom. 3. Bar soap is not used – liquid soap dispensers are installed and used instead. These dispensers will also be cleaned at regular intervals throughout the day as part of high touch points –see cleaning action plan. 4. Hand gel inside of all classrooms for adult use (no less than 60% alcohol). 5. Hand gel order in large quantities. 6. Hand foam ordered which envelopes viruses to support the speeding up of hand washing. 7. Tissues to be made available to children in classrooms. 8. Robust hand and respiratory hygiene. Children hand wash on entry to school, before/after break, before/after lunch, using the toilet, after any sporting activity and any time they cough or sneeze. 9. A mobile handwashing station to be available on each playground. 10. Washing hands posters in all washing areas and displayed around school. 11. Reminders how to wash hands properly – videos and posters. Explicit session on first day back after each term and regular reminders throughout the school term. 12. Procedure agreed for children to wash hands so thorough hand washing. Explicit session on first day back after each term and regular reminders throughout the school term. 13. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. 14. Explicit teaching & posters on how to cough/sneeze into the bend of your arm and then catch it, bin it, kill it. Explicit session on first day back after each term and regular reminders throughout the school term. 15. Importance of washing hands after visiting the toilets revisited with teachers and/or TA. 16. Extra signs in toilet re washing hands. 17. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. 18. Wedges for the toilet external toilet doors if not fire doors to stop the constant touching of them. 19. Toilets to be included in the high touch points cleaning regime – see cleaning rota. 20. TAs on rota to clean toilets during the school day. 21. Continue to monitor the quality of cleaning. 22. Mr Maddy/ Mrs Smith to monitor stock levels regularly and report any diminishing of stock to SLT. 23. Undertake a COSHH assessment if using new cleaning products. 24. Staff to wash hands before/after entering the staff room due to the amount of people using this room 25. Lidded bins in each classroom which are opened with foot pedal. 26. Bins to be emptied regularly when high touch points cleaned. 27. Use of PPE when it is required for intimate care or cleaning isolation room. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. School cleaning schedule to be maintained. 2. All surfaces, handles, toilets and any shared equipment or area will be cleaned twice a day. 3. Gloves will be worn by cleaning staff, masks to be worn when dealing with first aid involving bodily fluids. 4. Displays to be designed to engage children but not encourage touching – so decoration above the children's heads and class doors to be left clear. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of ventilation resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. 2. Open a selection of windows or doors 15 minutes prior to the building opening. After this time if needed doors can be closed for a duration of time, reopen at playtimes, lunchtimes and after school to at a minimum to allow natural flow of air. Windows to be left open wherever possible. 3. Opening a number of windows or doors to create cross flow of natural air will improve the natural ventilation and be more effective. This does not mean that every window or door needs to be opened but looking at the most effective windows/doors to create a cross flow of air. 4. Toilet windows and doors open. 5. All office, staffroom, stock rooms, server room, conservatory doors kept open, with windows open regularly throughout the day to ventilate the space. 6. All classrooms, windows open, door to corridor closed. 7. Heating only on in mornings 8. Reception and nursery toilets, ventilation fan on, doors closed, window closed. 9. Hall door to corridor kept closed, external door and windows open. 10. Staff to pay particular attention to ventilation when parents or visitors on site for any reason. 11. Mechanical ventilation systems to be checked regularly by staff member responsible for health and safety and maintained according to the manufacturers' recommendations. 12. Ventilation will be balanced with maintaining a comfortable temperature for the teaching environment. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Student or member of staff becomes ill 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)			
Existing level of risk		Consider current level of risk	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). 2. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. 3. If anyone in an education or childcare setting becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) and/or display gastrointestinal symptoms must be sent home and they should follow public health advice. 4. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. Children will be isolated in the library. 5. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 6. PPE must 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 safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. 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 otherwise visit the GP, pharmacy, urgent care centre or a hospital. 8. Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) • they have tested positive from a LFD test as part of a community or worker programme 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 after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 10. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Anyone in education has priority to PCR testing. 11. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. 12. Whilst awaiting the PCR result, the individual should continue to self-isolate. 13. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. 14. Close contacts no longer need to isolate but will be required to take a PCR test. 15. Close contacts will be identified via NHS Test and Trace. The headteacher may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. Headteachers will continue to have a role in working with health protection teams in the case of a local outbreak. 16. Examples of close contact include: <ul style="list-style-type: none"> • face-to-face contact under 1 metre for any length of time – including talking to them or being coughed on • being within 1 metre of each other for 1 minute or longer • being within 2 metres of each other for more than 15 minutes in total in 1 day 17. If schools have several confirmed cases within 14 days, they may have an outbreak. Headteachers should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Call the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. <li style="background-color: yellow;">18. Clinically extremely vulnerable (CEV) people are no longer advised to shield. CEV staff should follow the same guidance as all other staff but people previously considered CEV may wish to consider taking extra precautions (or be advised to by their specialist). 			

19. The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the shielded patient list. children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population – unless specifically told otherwise by a doctor due to the nature of their medical condition or treatment, rather than because of the pandemic.
20. Where a child is unable to attend school because they are complying with clinical and/or public health advice, school will offer them access to remote education. We will monitor engagement with this activity. It is expected that children with medical conditions are supported. Schools should work with other services to ensure that children receive an education in line with their peers.
21. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).
22. Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).
23. For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.
24. All contractors and visitors (including parents and volunteers) will be made aware of these procedures on entry.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Lack of management of school premises due to partial closure of school

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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Generally, school buildings that have been completely or partially closed, should be recommissioned as you would normally do at the end of the school summer holiday period.

1. A member of staff should be identified for managing premises – KM/ DR
2. A member of staff reviewing risk assessments CP, LC, CW, KM, DR and implementing any measures to ensure that safety is maintained for wider opening.

The guidance draws particular attention to:

- Water systems: chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing. You should contact your school's legionella competent person who will advise on the action required. If a full system flush is required but not immediately available seek advice from your competent person on alternative options.
- Drinking water: If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist.
- Hot water services: If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. Ensure water temperatures are kept within limits recommended for the control of legionella bacteria. Checks for legionella should still be undertaken.
- Ventilation: Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode.

Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).

Where centralised or local mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air, if this is not possible systems should be operated as normal. Where ventilation units have filters present ensure

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enhanced precautions are taken when changing filters. See HSE guidance HSG53: Respiratory protective equipment at work. Ensure these are maintained in accordance with the manufacturer's recommendations.

- Fire safety: fire safety management plans should be reviewed and checked in line with new operational changes; Fire drill to be carried out twice in first week back.
- check all fire doors are operational;
- weekly checks of fire alarm system and emergency lights have been tested and are fully operational;
- carry out regular hazard spotting to identify escape route obstructions
- Carry out emergency drills as normal (following social distancing as appropriate and practise it in the first week back when more pupils return
- Cleaning: New cleaning arrangements in line with coronavirus (COVID-19) preparations should also include regular systematic checks: on drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers. Where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working. Recommission all systems before re-opening, as would normally be done after a long holiday period. This includes:
 1. gas
 2. heating
 3. water supply
 4. mechanical and electrical systems
 5. catering equipment
- Check all playground equipment in working order.
- For further advice check with the BiT team.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Lack of awareness of policies and procedures

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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All staff, governors and visitors are aware of all relevant procedures including, but not limited to, the following:

1. The Academy's infection control procedures in relation to coronavirus shared via email to staff and governors.
2. Staff contact the school as soon as possible if they believe they may have been exposed to coronavirus.
3. The school keeps up to date with advice issued by, but not limited to, the following:
 - DfE
 - NHS
 - Department for Health and Social Care
 - PHE
 - The school's local health protection team (HPT)
 - HSE
5. Parents are made aware of the Academy's procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.
6. Pupils are made aware of the school's infection control procedures in relation to coronavirus by staff and signs in school and are informed that they must tell a member of staff if they feel unwell if able. Symptoms include a persistent cough, high temperature and loss of taste and smell. Staff should also be aware of what the official symptoms are for Covid-19. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> Currently the NHS lists a high temperature, a new and continuous cough and a loss or change to your sense of smell or taste as symptoms. Other symptoms have also been mentioned but as of the current time the NHS does not recognise these- these include brain fog, body aches and headaches. Staff should also be aware of these and directed to NHS 111 service for Covid-19 <https://111.nhs.uk/covid-19/>.

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7. Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.
8. All staff and pupils' emergency contact details are up to date, including alternative emergency contact details,
9. Pupils' parents are contacted as soon as practicable in the event of an emergency.
10. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.
11. The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.
12. If staff attend the school site they are acknowledging as far as reasonably practical they have not been exposed to coronavirus or if they have, they have followed the government guidance on the isolation period and this has now passed. They are also aware that if they start to develop any symptoms, they are to remove themselves from site population as soon as practically possible.
13. Visitors will be briefed on current policy and procedure and the following questions will be asked upon arrival:
Do you have a high temperature?
Do you have a persistent cough?
Have you been in contact with anyone in the last 10 days who is showing symptoms of COVID-19 or have tested positive for COVID-19?
Have you been shielding?
14. Remove sign in system for visitors/contractors – office to hold a written log. Staff use cards so no touch needed.
15. All contractors/visitors to wash hands either prior to or on entry to the school site.
16. Contractors and visitors are directed to specific/designated handwashing facilities.
17. Staff who receive deliveries to the school to wash hands in line with government guidance after handling.
18. If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building.
19. Surfaces to be cleaned after any deliveries have been made.
20. On the 6th April, the DfE updated guidance: schools coronavirus (COVID-19) operational guidance. • This makes clear that:
➤ schools can resume educational day visits from 12th April. All visits should be conducted in line with relevant coronavirus secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination;
➤ schools may begin planning for new domestic residential educational visits to take place from 17th May.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Date
Lydia Cartwright Claire Whiting	9.7.21

Risk assessment reviews	<ul style="list-style-type: none"> 1st August 2020 1st September 2020 1st October 2020 1st November 2020 3rd December 2020 15th December 2020 31st December 2020 5th January 2021 8th January 2021 21st January 2021 3rd February 2021
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	24 th February 2021 12 th March 2021 26 th March 2021 20 th April 2021 11 th May 2021 9 th July 2021
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