

TWYDALL PRIMARY SCHOOL RISK ASSESSMENT — PART 1

Serial No	
-----------	--

Premises: Twydall Primary School	Work activity: Normal School Operations
Assessor: TPS	Date: 22/03/2022
Employees considered: Yes	Non-employees affected: Yes
Out of hours: Yes	Vulnerable persons: Staff / Pupils / Visitors

Hazard:

1. Number of pupils in a class on any given day. Core team availability
2. First Aider not on site/correct PPE for use
3. Too many parents congregating at an entrance and not obeying the social distancing rules.
4. Too many pupils attempting to access school at any one time.
5. Surfaces / items are in need of being cleaned.
6. Pupils/ staff become unwell during school day.
7. Minimise cross contamination between staff members during non-contact time
8. Movement around school could be restricted due to number of pupils in attendance.
9. PPE issues when tending to pupils needs, if they are unwell or have intimate care needs.
10. Contaminated surfaces / bins / areas / toilets – not cleaned appropriately.
11. The use of inside/outside play equipment by multiple groups.
12. Access to site – too many people coming onto the site.
13. Parents and outside agencies wanting to access school staff in an educational setting.
14. Possibility of COVID-19 cross contamination from items such as handbags/backpacks etc.
15. Mental Wellbeing of all staff and pupils.
16. Fire Procedures have changed due to COVID-19 regulations.
17. Staff not following COVID-19 safety procedures.
18. Staff COVID-19 testing not consistent

Existing controls:

<p>1.</p> <ul style="list-style-type: none"> a. February 2022 Government guidance no longer requires any class or year group bubbles or any face coverings by staff b. Regular handwashing in place across the school, before and after break and lunch times c. If staff are absent due to sickness then they must inform Core Team the night before if possible or by 6:30 on the day of sickness. d. There are 4 trained DSLs in the school. In the event that all DSLs are off with COVID and all are uncontactable a DSL from a school within the trust will be on call e. Vulnerable children that are off because of COVID – if they have a social worker or if it is deemed necessary, the social worker will be informed and the school staff will keep in regular contact via teams if possible, telephone or home visit f. Rooms continue to be well ventilated g. Following the Contingency Framework guidance we will review our hygiene practices and seek advice from public health and may reintroduce part school or whole bubbles, if: <ul style="list-style-type: none"> - a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection - evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 - a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group
<p>2. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <ul style="list-style-type: none"> - Most TAs are first aid trained and there are trained first aiders in every year group - In the event that all first aid trained staff were off with COVID, we would look to utilise staff across the trust
<p>3.</p> <ul style="list-style-type: none"> a. Ensure that gates are opened in good time before the start and end of school. There is ample room on the school playgrounds to keep distance b. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. <ul style="list-style-type: none"> - This may also include returning to individual year group bubbles and staggering start times for these bubbles
<p>4. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <ul style="list-style-type: none"> - This may also include returning to individual year group bubbles and staggering start times for these bubbles
<p>5.</p> <ul style="list-style-type: none"> a. Regular handwashing following Government guidelines will take place during the school day. Pupils will be supervised to ensure good hand hygiene and reminded how to wash hands. b. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. <ul style="list-style-type: none"> - This may also include providing children with basic equipment that will be theirs to use solely. - Allocating year groups to have designated toilets for children and adults. - Increasing the cleaning regime for surfaces throughout the day
<p>6.</p> <ul style="list-style-type: none"> a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. b. This may also include returning to individual year group bubbles and staggering start times for these bubbles and reinstating mask wearing
<p>7. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <ul style="list-style-type: none"> a. This may also include returning to children having lunch in separate bubbles

- 8.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may also include returning to individual year group bubbles and implementing a timetable for the use of all learning environments to ensure the safe movement of pupils and staff around school. Children will be asked to keep to the left when moving around. Play equipment will only be used by one class/group of children at any one time. Cleaning of these used areas and resources will be carried out after every class/group has used it. The outside areas will be used as much as possible.

- 9.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may also include returning to using reintroducing use of PPE which will be issued to staff who need to tend to intimate care needs and for those who are dealing with illness in pupils or in staff. Staff have been given training on how to use PPE correctly via a video link and posters. PPE will consist of aprons / gloves / face visors which will be supplied to each member of staff and will need naming and cleaning after use.

- 10.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may include all areas being implementing cleaning so that all areas are thoroughly cleaned, and bins will be emptied and changed when needed and at the end of the day. Contaminated items will be disposed of in a bag and sealed to prevent contamination and disposed of in the appropriate way.

- 11.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may include
 - For Year N to Year 1 play equipment will be cleaned after use.
 - All year bubbles will have designated play areas.
 - Keystage 2 year groups will have designated playground equipment.
 - There will be a timetabled rotation of playground space. Members of the Core Team, admin team and corridor adults, will supervise the bubbles from a distance whilst the children eat their lunch (whether inside or outside)

- 12.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may include
 - restricting the school site to school staff, essential visitors and outside agencies visitors only.
 - requiring all visitors to wear a mask

- 13.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - a. This may include the following
 - Parents would be required to arrange an appointment with the school office, if they require to speak to school staff.
 - These appointments would be conducted by phone or teams, with two staff members present

- 14.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may include
 - Limiting the amount of bags they bring in from outside
 - Providing all equipment
 - Restricting access to the staffroom facilities and providing alternative staffrooms in line with bubbles
 - Expecting that children will where newly clean clothes every day.

- 15.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may include reintroducing systems in place to identify children and staff who may be suffering from trauma associated with COVID 19 and supporting these staff and children with 1:1 conversations, counselling and therapy where appropriate using the well-being centre or outside.

- 16.
- a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
 - b. This may include
 - updating fire exit procedures to reduce contact during evacuation.
17. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
- a. This may include re-introducing the 0-tolerance policy for staff not following safety procedures in response to the COVID 19.
18. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.
- a. This may include
 - Reintroducing lateral flow testing twice weekly and following government guidance on this. It would be the staffs responsibility to ensure that this would happen and to report positive results to CLT immediately

Do these suffice: **YES**/NO/PARTIALLY

Do specific Regulations apply? If so, what are they?

The Health and Safety at Work Act 1974

The Health and Safety at Work Act 1999 (Updated)

Are they being applied? **YES**/NO/PARTIALLY

Further controls required:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/guidance/COVID-19-covid-19-information-for-the-public>

<https://www.gov.uk/government/publications/COVID-19-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

By whom? Core Team

By when? 28/5/21

Review date: 28/05/201

Signed: *Catherine Logan*

Date: 28/05/21

**TWYDALL PRIMARY SCHOOL
RISK ASSESSMENT — PART 2**

Serial Number

Date of this Assessment 25/2/2021

Site / Location: Twydall Primary School

Activity / Situation: Whole School opening March from Covid-19

HAZARDS IDENTIFIED	PERSONS AT RISK (tick all that apply)							EXISTING CONTROLS	SEVERITY OF HARM			LIKELIHOOD/ PROBABILITY			RISK LEVEL, ACTION & TIMETABLE
	Employees	Young People	Expectant / New Mothers	Contractors	Service Users	General Public	Visitors		Slightly Harmful	Harmful	Extremely Harmful	Likely	Unlikely	Highly Unlikely	

19. Number of pupils in a class on any given day. Core team availability	✓	✓	✓			✓		<p>19.</p> <p>h. Februray 2022 Government guidance no longer requires any class or year group bubbles or any face coverings by staff</p> <p>i. Regular handwashing in place across the school, before and after break and lunch times</p> <p>j. If staff are absent due to sickness then they must inform Core Team the night before if possible or by 6:30 on the day of sickness.</p> <p>k. There are 4 trained DSLs in the school. In the event that all DSLs are off with COVID and all are uncontactable a DSL from a school within the trust will be on call</p> <p>l. Vulnerable children that are off because of COVID – if they have a social worker or if it is deemed necessary, the social worker will be informed and the school staff will keep in regular contact via teams if possible, telephone or home visit</p> <p>m. Rooms continue to be well ventilated</p> <p>n. Following the Contingency Framework guidance we will review our hygiene practices and seek advice from public health and may reintroduce part school or whole bubbles, if:</p> <ul style="list-style-type: none"> - a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection - evidence of severe disease due to COVID- 	✓				✓			Tolerable Risk
--	---	---	---	--	--	---	--	--	---	--	--	--	---	--	--	----------------

								19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19							
								<ul style="list-style-type: none"> - a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group 							
20. First Aider not on site/correct PPE for use	✓	✓	✓					<p>20. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <ul style="list-style-type: none"> - Most TAs are first aid trained and there are trained first aiders in every year group - In the event that all first aid trained staff were off with COVID, we would look to utilise staff across the trust 	✓				✓		Tolerable Risk
21. Too many parents congregating at an entrance and not obeying the social distancing rules.	✓	✓	✓			✓	✓	<p>21.</p> <p>c. Ensure that gates are opened in good time before the start and end of school. There is ample room on the school playgrounds to keep distance</p> <p>d. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <ul style="list-style-type: none"> - This may also include returning to individual year group bubbles and staggering start times for these bubbles 	✓				✓		Tolerable Risk

22. Too many pupils attempting to access school at any one time.		✓				✓		22. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. - This may also include returning to individual year group bubbles and staggering start times for these bubbles	✓			✓		Moderate Risk
23. Surfaces / items are in need of being cleaned.	✓	✓				✓		23. c. Regular handwashing following Government guidelines will take place during the school day. Pupils will be supervised to ensure good hand hygiene and reminded how to wash hands. d. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. - This may also include providing children with basic equipment that will be theirs to use solely. - Allocating year groups to have designated toilets for children and adults. - Increasing the cleaning regime for surfaces throughout the day	✓			✓		Moderate Risk

24. Pupils/ staff become unwell during school day.	✓	✓	✓					24. a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. b. This may also include returning to individual year group bubbles and staggering start times for these bubbles and reinstigating mask wearing	✓			✓			Tolerable risk
25. Minimise cross contamination between staff members during non-contact time	✓	✓						25. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. a. This may also include returning to children having lunch in separate bubbles	✓				✓		High Risk (Action and Timetable below)

<p>26. Movement around school could be restricted due to number of pupils in attendance.</p>	✓	✓						<p>26.</p> <p>a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>b. This may also include returning to individual year group bubbles and implementing a timetable for the use of all learning environments to ensure the safe movement of pupils and staff around school. Children will be asked to keep to the left when moving around. Play equipment will only be used by one class/group of children at any one time. Cleaning of these used areas and resources will be carried out after every class/group has used it. The outside areas will be used as much as possible.</p>	✓				✓	Trivial Risk
<p>27. PPE issues when tending to pupils needs, if they are unwell or have intimate care needs.</p>	✓	✓					✓	<p>27.</p> <p>a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>b. This may also include returning to using reintroducing use of PPE which will be issued to staff who need to tend to intimate care needs and for those who are dealing with illness in pupils or in staff. Staff have been given training on how to use PPE correctly via a video link and posters. PPE will consist of aprons / gloves / face visors which will be supplied to each member of staff and will need naming and cleaning after use.</p>	✓				✓	Trivial Risk

<p>28. Contaminated surfaces / bins / areas / toilets – not cleaned appropriately.</p>	✓	✓						<p>28.</p> <p>a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>b. This may include all areas being implementing cleaning so that all areas are thoroughly cleaned, and bins will be emptied and changed when needed and at the end of the day. Contaminated items will be disposed of in a bag and sealed to prevent contamination and disposed of in the appropriate way.</p>	✓			✓		Tolerable Risk
<p>29. The use of inside/outside play equipment by multiple groups.</p>	✓	✓	✓	✓				<p>29.</p> <p>a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>b. This may include</p> <ul style="list-style-type: none"> - For Year N to Year 1 play equipment will be cleaned after use. - All year bubbles will have designated play areas. - Keystage 2 year groups will have designated playground equipment. - There will be a timetabled rotation of playground space. Members of the Core Team, admin team and corridor adults, will supervise the bubbles from a distance whilst the children eat their lunch (whether inside or outside) 	✓			✓		Tolerable Risk

<p>30. Access to site – too many people coming onto the site.</p>	✓	✓						<p>30. a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. b. This may include - restricting the school site to school staff, essential visitors and outside agencies visitors only. - requiring all visitors to wear a mask</p>	✓			✓		Tolerable Risk
<p>31. Parents and outside agencies wanting to access school staff in an educational setting.</p>	✓	✓					✓	<p>31. a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. a. This may include the following - Parents would be required to arrange an appointment with the school office, if they require to speak to school staff. - These appointments would be conducted by phone or teams, with two staff members present</p>	✓			✓		Tolerable Risk

32. Possibility of COVID-19 cross contamination from items such as handbags/backpacks etc.	✓					✓		<p>32.</p> <p>a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>b. This may include</p> <ul style="list-style-type: none"> - Limiting the amount of bags they bring in from outside - Providing all equipment - Restricting access to the staffroom facilities and providing alternative staffrooms in line with bubbles - Expecting that children will where newly clean clothes every day. 	✓			✓		Tolerable Risk
33. Mental Wellbeing of all staff and pupils.	✓	✓			✓			<p>33.</p> <p>c. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>d. This may include reintroducing systems in place to identify children and staff who may be suffering from trauma associated with COVID 19 and supporting these staff and children with 1:1 conversations, counselling and therapy where appropriate using the well-being centre or outside.</p>	✓			✓		Tolerable Risk
34. Fire Procedures have changed due to COVID-19 regulations.	✓	✓	✓	✓		✓		<p>34.</p> <p>a. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health.</p> <p>b. This may include</p> <ul style="list-style-type: none"> - updating fire exit procedures to reduce contact during evactuation. 	✓			✓		Tolerable Risk

35. Staff not following COVID-19 safety procedures.								35. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. a. This may include re-introducing the 0-tolerance policy for staff not following safety procedures in response to the COVID 19.	✓				✓		Tolerable Risk
36. Staff COVID-19 testing not consistent	✓	✓						36. If any of the criteria within the Contingency Framework are met will review our hygiene practices and seek advice from Public Health. a. This may include - Reintroducing lateral flow testing twice weekly and following government guidance on this. It would be the staffs responsibility to ensure that this would happen and to report positive results to CLT immediately	✓				✓		Tolerable Risk

Sign & <i>Catherine Logan</i> Print Name: Jack Allen	Date 03/03/2022	Date for 28/05/21 (Sooner if needed) Review:
---	-----------------	---

**TWYDALL PRIMARY SCHOOL
RISK ASSESSMENT — PART 3**

ACTION SHEET

COMMENTS / ACTION REQUIRED	TIMESCALE	PERSON RESPONSIBLE
----------------------------	-----------	--------------------

Staff across the school will need to be vigilant, ensuring national guidance is followed at all times. Staff/pupils will need constant reminders to ensure the Health and Safety of all.	Ongoing	Staff / SLT / External Visitors / External Staff / Pupils
Parents will need reminders to ensure guidance is followed when pupils are attending school and if their child becomes unwell.	Ongoing	Staff / Parents
Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever sent to schools. Control measures will be updated on the day of latest guidance release.	Ongoing	Staff / SLT / Governing body

SIGNED: Jack Allen

DATE: 03/03/2022