



Whole School Risk Assessment

January 2022

<b>Location / Site</b>	THRAPSTON PRIMARY SCHOOL
<b>Activity / Procedure</b>	Protection from the transmission of COVID- 19 – schools
<b>Assessment date</b>	03/01/2022

<b>Identify people at risk</b>	
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

**Latest Government Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044530/Schools\\_guidance\\_Jan\\_22.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1040671/Actions\\_for\\_early\\_years\\_and\\_childcare\\_providers\\_during\\_the\\_COVID-19\\_pandemic.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040671/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic.pdf)

## **Control measures**

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044530/Schools\\_guidance\\_Jan\\_22.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf)

***As per guidance shared by DFE all staff are encouraged to continue to do a Lateral Flow Test twice weekly, results are uploaded to file on OneDrive in addition to reporting the result to Gov.uk***

## THRAPSTON PRIMARY SCHOOL

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Remove ANY excess furniture to increase space</p> <p>Class rules are created for and with the children – Rules re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy.</p> <p>Staff may wish to consider children will return to front facing desks. There is a clear understanding that group work will be used in EYFS and KS1 to support the children with their work.</p> <p>Where possible staff to be at front or side or back of room.</p> <p>Conversation in the classroom from adult height, where appropriate</p> <p>If close feedback or communication needed – side to side not facing child</p> <p>Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom</p> <p>When moving around – children move in small groups and managed by teacher to carpet and to tables etc.</p> <p>Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</p> <p>Water bottles on desks or under desk to remove need of children moving around classrooms. Where this is not possible, the teacher should ensure children can access bottles easily and without too much travel across the rooms.</p> <p>Ensure good ventilation in each classroom all day (windows or doors open)</p> <p>Distribution of CO2 monitors, one per two classrooms to allow staff to monitor the quality of ventilation.</p> <p>PE outside as much as possible. If staff wish to use the halls, they should ensure that all touch areas are sanitised after use.</p> <p>When the children are taking part in singing activities staff may wish to consider either doing this outside (weather permitting) or having the group all facing the same way.</p>	

## THRAPSTON PRIMARY SCHOOL

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Toilets cleaned regularly.</p> <p>Children instructed – if cubicles are in use – wait outside</p> <p>Hand gel used after toilet use as well as washing hands</p> <p>Extra Signs in toilet re washing hands</p> <p>Wedges for the toilet external toilet doors if not fire doors or are used for privacy screens.</p> <p>Extra soap ordered to ensure we do not run out.</p> <p>Additional cleaning during the day, if necessary.</p> <p>Classrooms and teaching areas are regularly cleaned and sanitised. Additional spray, clothes, gloves and aprons are kept in classrooms.</p> <p>Staff are reminded if they have a suspected case to clean down any areas they have used.</p>	

**THRAPSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Face coverings for staff in all communal areas, drop off and pick up and when social distancing is not possible.</p> <p>Staff/visitors who are not able to wear face coverings will be supported by SLT, lanyards to be worn to alert other staff members of this.</p> <p>Instructions shared re leaving site as soon as children have been collected to reduce the number of people on the school site. between families in the morning with parents and children – reminders will be sent to parents at the start of the term.</p> <p>SLT and members of the site team (if possible) to be on duty to supervise</p> <p>At drop off and pick up parents/carers have been asked to wear face coverings when they come on to site- this will be reviewed at the end of January.</p> <p>Government advice remains that face coverings are not required to be worn by primary age pupils.</p>	

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Staggered playtimes and/or allocated play area for year groups will only be reinstated if the number of cases in school rise and advised to do so by NHS helpline or Public Health.</p> <p>Reduced playtime equipment – hard surfaces and can be easily cleaned</p> <p>Games discussed which encourage social distancing, ensure lunchtime supervisors have been made aware of the games discussed, model games with children regularly.</p> <p>O’Leary Hall and Blue Box to be used to add to the space we have for the children while out at play.</p> <p>Additional resources have been purchased.</p>	

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<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Children to access the hall for lunch.</p> <p>As far as is possible LTSs allocated to classes (and year groups) for supervision.</p> <p>Class and Year group must move around the site together.</p> <p>AHT will carry out a review of lunchtime arrangements at the end of first and second week back.</p> <p>AHT carried out a review of lunchtime arrangements to ensure no changes need to be made.</p>	

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Children staying in their classroom as much as possible.</p> <p>One boy and one girl going to toilet at one time</p> <p>Messages to office via walkie-talkies, <b>children should not be sent to the office or other classrooms to deliver messages.</b></p> <p>Agree instructions with children concerning going and returning to toilet</p> <p>Limit the amount of travel around the school as much as possible.</p> <p>When moving class around the school – at least 1 metre between children (when possible) – one adult at back insisting the distance is maintained – regular practice this in the first few days – Staff keeping at least one metre away from children.</p> <p>Staff have been directed to wear a face covering, when they are in communal and shared areas when they cannot maintain social distancing, this will be reviewed at the end of January.</p> <p>Any essential visitors will be made aware of positive COVID cases, if the visit cannot be conducted via TEAMS they will given a copy of the updated risk assessment and reminded about social distancing and face coverings.</p> <p>Visitors to the school will be asked to take an LFD before they arrive at the school.</p>	

## THRAPSTON PRIMARY SCHOOL

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Contact of shared resources</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Children will use the resources available in the classroom.</p> <p>Tables, door handles and other surfaces cleaned with sanitiser every night.</p> <p>Children allocated a white board and have on their desk</p> <p>Resources on tables ready for lesson are distributed within the lesson.</p> <p>Children encouraged to wash hands / use hand gel before lessons and after arrival at school, after break and lunch.</p> <p>Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day</p> <p>Resources left on front tables for cleaning – if shared within the day</p> <p>All surfaces left clear, where possible, at end of the day</p> <p>When a child has been sent home and a PCR is requested tables and work spaces must be cleaned down using antibacterial cleaning agents.</p>	

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<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Emotional distress of the children</b>	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Phased transition arrangements in place for specific children, where there is a need.</p> <p>Individual risk assessments for children with special educational and behavioural needs</p> <p>Prior to the holidays staff email addresses where shared with parents.</p> <p>Parent evenings to be organised early in term four, this will be done virtually.</p> <p>PCT and HT on call to support children and parents.</p>	

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</p> <p>Masks and visors have been purchased staff can access if needed – instructions form PHE re cleaning – so issued to individuals</p> <p>Extra disposable aprons have been purchased, school is happy that the line of supply can be maintained.</p> <p>Extra gloves have been purchased, school is happy that the line of supply can be maintained.</p> <p>Visors have been purchased, school is happy that the line of supply can be maintained</p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</p> <p>Personal care – PPE (mask, face shield, gloves and apron)</p> <p>Administering first aid to be carried out side to side, using verbal instructions if possible, Gloves to be worn at all times and consider face shield and mask.</p> <p>If child has temperature or new and continuous cough – child taken to COVID isolation bay in allocated rooms Crown building Library, Red Kite building meeting room (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Parent will be asked to get the child a PCR test and keep children off school until test has been returned.</p>	



## THRAPSTON PRIMARY SCHOOL

Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office Red Kite building, first aid room – Crown building and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation)

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton</p> <p>PPE will be worn by all cleaning staff.</p> <p>Handling of reading books and reading records information has been sent out to all staff by the English Leader.</p> <p>Soft furnishings and soft / cloth toys will be removed from use in classrooms – including shared areas.</p> <p>Shared resources cleaned at the end of each day.</p> <p>Toilets cleaned regularly.</p> <p>Anti-bac spray in each classroom to be used regularly.</p> <p>Displays to be designed to engage children but not encourage touching.</p>	

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<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Hand gel dispenser inside of all classrooms</p> <p>Hand gel order in large quantities</p> <p>Extra soap dispensers and re-fills in each classroom</p> <p>Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</p> <p>Washing hands posters replaced in all washing areas</p> <p>Reminders how to wash hands properly – videos and posters</p> <p>Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.</p> <p>Timetables created to enable all children to wash hands before and after lunch, after break if not possible hand gel used.</p> <p>Staff to spend time reminding children about the importance of hand washing and sanitising.</p>	

<b><u>Identify hazard</u></b>	<i>Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards</i>
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.</p>	

**THRAPSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>After school and breakfast club</b> – children moving between bubbles at the start and the end of the day resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Government guidance remains clear that the risk of children transmitting the virus is minimal.</p> <p>Children attending these sessions should be organised into year group/key stage groups.</p> <p>All soft furnishings and toys have been removed from the area.</p> <p>Club rules are created for and with the children –</p> <p>(Include instructions how to line up (at least 1 metre away), use of toilet, moving around the area and school)</p> <p>Rules re-visited and modelled during the sessions – lots of recognition of adherence to policy.</p> <p>Activities planned for individual work/ paired work</p> <p>Where possible staff to be at front or side or back of room.</p> <p>Conversation in the classroom from adult height, where appropriate</p> <p>Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the area.</p> <p>Water bottle in a designated area to minimise children moving around.</p> <p>Ensure good ventilation in each classroom all day (windows or doors open)</p> <p>When the children are eating breakfast/ dinner this should be done in a staggered way, see section on lunchtimes.</p> <p>If a child/adult presents with symptoms parent/carer should be contacted straight away and head teacher informed.</p>	

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
<b>NOT REDUCED THE OVERALL RISK</b>	<b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>	<b>CONSIDERABLY REDUCED THE RISK</b>

**THRAPSTON PRIMARY SCHOOL**

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate
<p>The school has carefully followed the guidance issued by the Government and it believes that it has put in every measure that it is able to do to minimise the risk of transition of the virus. There is still much that is not known about this virus which is why the overall risk is only identified as being reduced to some degree.</p> <p>The assessor will continue to monitor the systems in place and the overall risk.</p> <p>This assessment was shared with all staff, as a draft, before the children started the new term. All staff were invited to input into the final copy.</p>	

Name of assessor	Signature of assessor	Date
Pauline Turner		1/1/2022
<b>Risk assessment review 1</b>		
February 22nd		
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>		
No changes		
Who was involved in the Review		
Signature of those involved in the Review		

<b>Risk assessment review 2</b>		
<b>Date April 20<sup>th</sup></b>		
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>		
No changes		
Who was involved in the Review		
Signature of those involved in the Review		

