

School	John Rankin Schools (Infant, Nursery and Juniors)	
Job, Activity or Task	<p>Covid 19 protective measures in primary schools and early years settings This guidance should be read in conjunction with the government guidance for full opening of schools. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	
List of Hazards	What are you already doing to lower risks?	Additional actions required
Contact with a person who has Covid symptoms or who has tested positive	<ul style="list-style-type: none"> • Staff and pupils who have covid symptoms must not attend school until they have completed their isolation period from symptom onset, or if they receive a negative PCR test and are well. • Staff and pupils who have tested positive for coronavirus must not attend school until they have finished their isolation period (in line with current guidance) • Most staff who are fully vaccinated and pupils under the age of 18 & 6 months will no longer be required to self-isolate if identified as a close contact. • However, some staff or pupils may still be required to self-isolate if they are a close contact. The school must follow the most current government guidance. 	<ul style="list-style-type: none"> • Keep staff aware of current guidance for isolation – currently 10 days (06/09/2021). • Keep updated with current guidance. Refer to West Berks / Public Health guidance in event of local outbreak. Refer to JRS Covid-19 Outbreak Management Plan in event of a school outbreak. School will take action if 10% (or 5 pupils/staff whichever comes first) of children and staff who have mixed closely test positive within a ten day period. In this situation we will take guidance from DfE / Public Health England. • Refer to schools Action Cards as necessary. • Encourage staff to participate with NHS Test & Trace. • Staff to follow absence reporting procedures and discuss individual circumstances with line manager. • In the event of any positive case on a LFD or a PCR test (staff or pupil) an email should be sent to operations manager opsmanager@jrs.w-berks.sch.uk with POSITIVE COVID in the subject line. • When school are informed of a positive test either LFD or PCR (staff or pupil) a communication will be sent to ‘warn and inform’ staff and parents. Enhanced cleaning is then carried out in the affected classroom. No further measures are required at this point (ie. temperature checks).
Suspected cases of Covid 19 in the school day	<p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Move pupil to a separate room and contact parents for immediate collection. • If a staff member needs to stay with them then they must remain 2m away. • If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. • Follow guidance on safe fit, use, removal and disposal of PPE and RPE. 	<ul style="list-style-type: none"> • In the event of a suspected case, parents should be contacted and child isolated in: JRI – first aid room (if in use then at JRJ/JRI – on chairs in front of the office) – please ensure windows/door is open. Staff dealing with the child should supervise from a distance and use gloves, mask and apron if close contact is necessary. • PPE video for reference https://www.youtube.com/watch?v=-GncQ_ed-9w • Refer to schools Action Cards as necessary.

	<ul style="list-style-type: none"> • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and take a PCR test as soon as possible. • They must not return to school until their period of self-isolation has been completed or in line with current government guidance • The individual must contact test and trace if they test positive 	
<p>Contact between individuals</p>	<ul style="list-style-type: none"> • Pupils are no longer required to be grouped in class bubbles, but we will be reducing child contact between year groups where possible • In the event of an outbreak and/or instructed by public health/local authority a bubble system may need to be reintroduced to control the outbreak. This information should be contained in the outbreak management plan • Face coverings are to be used in communal areas however you may consider their use in classrooms and areas that are not well ventilated. • Schools may be advised to reintroduce the use of face coverings in the event of an outbreak and/or instructed by public health/local authority. This will be part of the schools outbreak management plan. 	<ul style="list-style-type: none"> • Continue enhanced cleaning schedule in communal spaces. Windows/doors to be opened for ventilation in these spaces, e.g. hall for assembly, lunch etc. • No restrictions on use of communal spaces however, please be mindful of appropriate levels of occupation depending on the ventilation in the area. • All effort must be made to reduce contact of children between year groups • Assemblies will be done virtually either live or recorded • Breakfast Club and After School Club to separate children by year groups •
<p>Hand hygiene</p>	<p>Hygiene rules to be implemented</p> <ul style="list-style-type: none"> • Establish a routine for frequent hand washing/sanitising. For example prior to or upon entering classrooms/building, at break times and before and after eating. • Use alcohol-based hand sanitiser where hand washing facilities are not available. • Display PHE handwashing posters around school • Implement catch it, bin it, kill it approach 	<ul style="list-style-type: none"> • Hand sanitiser, soap dispensers, tissues and paper towel to be checked and re-filled regularly by site staff. • Adults to guide children to wash hands on arrival and at transition times. • Hand hygiene posters displayed in classrooms and by all other sinks. • 'Catch it, bin it, kill it' posters displayed in classrooms. (Children should sneeze into tissue/elbow and wash hands). • Bins emptied during enhanced cleaning schedule.

	<ul style="list-style-type: none"> • Ensure that there are enough bins, tissues etc. in classes 	
Communal areas/Offices	<ul style="list-style-type: none"> • Avoid having too many staff in any area e.g. staff rooms etc. at any one time, social distancing is not required but where possible reduce the number of staff that use areas at any one time especially if there is low ventilation. • Avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day. • Regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times. • Increase the cleaning of frequently touched surfaces • More frequent cleaning of rooms/shared areas that are used by different groups • Ensure good ventilation throughout all areas either through opening windows/door or mechanical ventilation (see HSE guidance on appropriate types of mechanical ventilation) 	<ul style="list-style-type: none"> • Staff should use their allocated work spaces and be cautious in their use of other spaces. • Office to continue discouraging face-to-face visitors (including other staff) with signage. • Cleaning materials kept in place in office areas and re-stocked as needed. • Please ensure windows (and doors where possible) are opened at start of day and remain open. • Staff room windows/doors to be opened and remain open. If staff rooms/other communal areas are busy please consider avoiding/returning later where possible. • If non office based staff need to use a telephone, they should use the following: JRI – aquarium, JRJ – front office/reception. You must wipe the phone down after use.
Staffing	<ul style="list-style-type: none"> • Staff should discuss any medical needs with the Head Teacher prior to them entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed • Any existing individual risk assessments (disability, young persons or new/expectant mothers) should be reviewed, any changes must be recorded including any new controls. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures etc. • Staff working from home should be asked to complete a DSE self-assessment. • If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations and current government guidance • Where possible staff should continue to LFT test twice weekly until guidance changes 	<ul style="list-style-type: none"> • HLTAs allocated to specific phases • PPA to continue on a two week rota and staff may work from home. • Please continue LFT twice weekly (only need to report positive results). • Report Positive results by email to Operations Manager with subject title POSITIVE COVID

Classroom usage	<ul style="list-style-type: none"> Classrooms to be kept well ventilated. Frequently used items such as pens and pencils should not be shared and should be kept for individual use Classroom based resources such as books and games can be shared but should be cleaned frequently 	<ul style="list-style-type: none"> Windows (and doors where possible) should be opened prior to start of day in all classrooms – Phase Leaders to monitor this. Minimise sharing of resources and implement appropriate cleaning procedures. CT/TA responsible for cleaning classroom resources. Cleaning sprays/wipes to be provided and re-filled as necessary by site staff.
Use of outdoor areas and play equipment	<ul style="list-style-type: none"> Outdoor play areas can be used under current guidance 	<ul style="list-style-type: none"> Equipment frequently handled during breaks to be cleaned daily at end of lunch by CT/TA – phase leader to monitor.
Physical education	<ul style="list-style-type: none"> Increased cleaning of changing rooms and equipment 	<ul style="list-style-type: none"> Children to continue coming to school in PE kits. PE equipment to be cleaned after use by year group by CT/TA.
School meals	<ul style="list-style-type: none"> Food and drink should only be consumed in areas that are suitable and can be easily cleaned Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. Food displays should be protected against contamination by coughing, sneezing etc. Payments should be taken by contactless methods wherever possible. Drinking water should be provided with enhanced cleaning of taps and contact surfaces introduced. Tables and chairs should be cleaned before, between and after use. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating should be cleaned between use, including chairs, tables, door handles, vending machines and payment devices. 	<ul style="list-style-type: none"> Packed lunches to eat outside as weather allows at Junior School. Phases to use hall in rotation ensuring year groups are seated separately Continue cashless system and ordering from home – CTs should check each morning that pupils expecting lunch have ordered. See ISS Risk Assessment
Wrap around care	<ul style="list-style-type: none"> Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning 	<ul style="list-style-type: none"> Children will be separated by year group to reduce contact Halls to be cleaned after breakfast club and before ASC. All in-house clubs will be postponed until January 2022

	<ul style="list-style-type: none"> The controls put in place for food preparation and consumption should be the same as during the school day 	<ul style="list-style-type: none"> External clubs will be allowed to continue providing additional measures put in place and children are safe
Offsite trips	<ul style="list-style-type: none"> Day trips as part of curriculum are acceptable and will be risk assessed individually and processed via Evolve Trips can be planned according to current government guidance 	<ul style="list-style-type: none"> Please advise Executive Headteacher with as much notice as possible (minimum 6 weeks) ahead of any intended trips/visitors.
Cleaning	<p>A cleaning schedule will need to be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Hard surfaces to be cleaned prior to disinfecting. A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is to be used. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are to be regularly checked and supplies replaced/replenished. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. Only cleaning products supplied by the school should be used. Bin liners should be used in all bins 	<ul style="list-style-type: none"> Additional cleaning schedule to continue during the school day and will be targeted at the frequently touched surfaces such as doors/handles/sinks/taps/tables/toilet. CTs to ensure tables are left clear for cleaning during break/lunch times. Cleaning materials in classrooms must be stored out of the reach of the children. Cleaning sprays and 'blue roll' to be re-filled/replaced regularly by site staff. Hall to be cleaned after breakfast club and before ASC. <p>Further information can be found here: COVID-19: cleaning in non-healthcare settings - GOV.UK</p>
First aid provision	<ul style="list-style-type: none"> Wash hands before and after giving first aid and ensure the room/area is cleaned on completion. 	<ul style="list-style-type: none"> First aid room at JRJ relocated to room off the office. Please clean First Aid rooms after each use. In the instance of a suspected case of Covid-19 please use JRI First Aid room in the first instance, if this is in use please use JRI/JRJ areas in front of front offices.
School travel arrangements	<ul style="list-style-type: none"> On dedicated school transport follow the current government guidance or providers policies on the use of face masks and face coverings. If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. 	<ul style="list-style-type: none"> Kiss and drop in operation at juniors. One way system in operation for drop off and pick up at JRI. External classroom doors in use at JRJ for drop off.

<p>Visitors to site</p>	<ul style="list-style-type: none"> • Visitors must not attend site if they are in self-isolation or have symptoms of Covid 19 • All visitors to be made aware of site rules • Any site visitor should be required to wash or sanitise hands before allowing entry to the site. • All visitors details can be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number. • These records should be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 	<ul style="list-style-type: none"> • Visitors are required to wear face coverings whilst in the school buildings. • Volunteers to be organised and managed by Phase Leaders after completing the agreed procedure which includes DBS checks • Ensure Risk Assessment is shared. • Visitors should be by appointment as much as possible. • Encourage parents to communicate by phone or email – in person meetings/visits limited.
<p>Contractors</p>	<ul style="list-style-type: none"> • Contractors must not attend site if they are in self-isolation or have symptoms of Covid 19 • All contractors are to wash their hands upon entering the site. • Hygiene rules to be implemented, all contractors are to be asked to wash hands on entry into individual work areas – or use alcohol-based hand sanitiser • All areas accessed by contractors should be cleaned after use 	<ul style="list-style-type: none"> • Update the contractors check list to include the school precautions. • Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite. Share RA. • Where contractors may now be lone working consider how you will manage adequate supervision. • Face Coverings must be worn when inside school buildings and/or in presence of other people
<p>Ventilation</p>	<ul style="list-style-type: none"> • Areas of poor ventilation should be identified and measures put in place to improve the air flow. This can be opening windows/doors or mechanical ventilation if the source air is drawn from outside. • Where there is poor ventilation reduce the occupancy of the room and the duration of use • There needs to be a balance between thermal comfort and ventilation. In cold weather consider ventilating rooms during break times and keeping windows open a smaller amount at all times 	<ul style="list-style-type: none"> • The following areas have limited/poor ventilation: JRI: aquarium, main office JRJ: music room, first aid room. Please ensure any windows or doors in these areas are open when spaces are in use. • Locate CO2 alarms/monitors on delivery under Government scheme and HSE guidance – classrooms and poorly ventilated spaces.
<p>Lack of awareness</p>	<ul style="list-style-type: none"> • Posters will be displayed in the welfare areas and in suitable places around site. • “Toolbox talks” will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms 	<ul style="list-style-type: none"> • Share RA with staff regularly after each review (monthly). • Communicate rules/procedures with parents at start of term and after any changes.

Schools Risk Assessment

Hand sanitiser	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Hand sanitiser must be stored in accordance with the manufacturer's instructions Use of hand sanitiser by pupils must be supervised for younger/vulnerable children A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school 	<ul style="list-style-type: none"> Please be aware 60% alcohol hand sanitiser is extremely flammable. You need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite. Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition Please take extra care with liquid hand sanitiser as it will easily spill and splash.
-----------------------	---	---

Risk assessment completed by	Brian Evans	Signature	
Risk assessment sponsored by	Felix Rayner	Signature	
Date assessment completed	01/11/2021		
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature

Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#school-workforce>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

[COVID-19: cleaning in non-healthcare settings - GOV.UK](#)



Schools Risk Assessment



Crest Covid 19 App for schools

Crest Covid 19 reporting App has replaced email reporting systems that were previously in place. Schools should use the Crest Covid 19 reporting App to report all Covid 19 positive cases.

Log into Crest here: <https://crest.info-exchange.com>

If you are already a Crest user your user name and password will not change if you do not have a Crest log in please contact CrestCovid19@westberks.gov.uk and we will set up an account and password for you.

When you log in you will see the Covid-19 app icon on your front page. If you do not see this please email CrestCovid19@westberks.gov.uk with your user email address and we will give you access.

10/08/2021

Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
- Risk Assessment reviews to be carried out after any associated accident, near miss; significant change or annually.
- Consider if training maybe required for any of the hazards identified above.