

<b>Camestone School</b>			
<b>RISK ASSESSMENT FOR:</b>	<b>Coronavirus (COVID-19) Academic Year 2021 - 2022</b>		
<b>Assessment by:</b> P.Stanyard, E.Wilson	<b>Date of assessment:</b> 10th September 2021	<b>Date of review:</b> 11th October and at least monthly or when government guidance is issued	
<b>Location of activity:</b> Whole school site	<b>Shared with Governors and Staff: 20th September</b>		

<p>Key risks:</p> <ul style="list-style-type: none"> <li>● Spread of Covid-19</li> <li>● Someone becomes unwell with Covid-19 symptoms</li> <li>● There is a confirmed case of coronavirus</li> <li>● Low staffing levels</li> <li>● Low resources availability</li> <li>● Low cleaning stocks</li> <li>● Health and Safety: Staff, parents, unions deem the health and safety measures in place inadequate resulting in low staffing or child attendance levels</li> <li>● Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive</li> <li>● Adaptations to staff-child ratios and associated risks are prohibitive and dangerous</li> <li>● Workload: staff workload in terms of emergency curriculum planning and adaptation is prohibitive in terms of time and practicality</li> </ul>
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**Responsibilities:**

Leadership Team - regularly review the risk assessment and update it, notify staff of updates

All staff - within their role, know the contents of the risk assessment, follow it and alert SLT to any issues arising

Governors - test the robustness of the risk assessment

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal/DfE Control Measures	Are Normal Control Measures	
				In Place	Reviewed

<b>Spread of Covid-19</b>	Children Staff Parents Visitors  Vulnerable groups- elderly, pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with someone in relation to school	The symptoms of coronavirus are:  <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>• loss of sense of taste and/or smell</li> </ul>	<p>Cleaning and hygiene - <a href="#">see cleaning schedule</a></p> <ul style="list-style-type: none"> <li>• follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• where a sink is not nearby for handwashing, hand sanitiser is provided. Additional hand sanitiser is provided in the dining area</li> <li>• clean surfaces that children and young people are touching, such as toys, desks, chairs, doors, sinks, toilets, light switches, bannisters in accordance with <a href="#">cleaning schedule</a></li> <li>• ensure that all adults and children: <ul style="list-style-type: none"> <li>o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. (On arrival at school, after break times, before and after eating and when moving classrooms) Review the <a href="#">guidance on hand cleaning</a>. Hand dryers and paper towels provided. Reusable cloth towels are not to be used.</li> <li>o are encouraged not to touch their mouth, eyes and nose</li> <li>o use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it') and clean hands after sneezing or coughing</li> <li>o ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>o wash hands after using shared equipment e.g. after PE or marking books</li> </ul> </li> <li>• encourage children to learn and practise these habits through games, rhymes and repetition</li> <li>• all spaces should be well ventilated using natural ventilation (opening windows). CO2 monitors will be placed in each classroom to monitor CO2 levels.</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> <li>• PPE is available if needed e.g. if a child shows symptoms of coronavirus</li> <li>• staff are expected to read the full risk assessment</li> <li>• parents have been informed of good hygiene practices via letters and fliers</li> </ul>	Yes	
			<p>Reduce contact within education by:</p> <ul style="list-style-type: none"> <li>• accessing rooms directly from outside or via a dedicated entrance to minimise the mixing of year groups</li> <li>• reducing two way traffic in corridors.</li> <li>• breaks and lunchtimes are staggered and year groups have separate play areas.</li> <li>• limit the number of children using toilets</li> <li>• providing additional support to follow all measures for pupils who need it (for example, social stories to support them in understanding how to follow rules)</li> <li>• staggering school day start and finish times with separate entrances allocated - see <a href="#">timetables</a></li> <li>• staffing is planned to minimise crossing year groups</li> <li>• the school is working with Dawn Until Dusk (external wraparound provider) to maintain small consistent groups</li> </ul>	Yes	
			<p>For shared rooms:</p> <ul style="list-style-type: none"> <li>• staff hubs located around the school to provide appropriate comfort breaks</li> <li>• where possible adults work side by side rather than face to face - where face to face is needed, leave as much space as possible</li> </ul>	Yes	
			<p>Reduce the risk from sharing resources by:</p> <ul style="list-style-type: none"> <li>• give consideration to the amount of resources that are taken home or brought to school</li> <li>• allocating resources for exclusive use by each year group e.g. PE equipment</li> <li>• use electronic means of communication wherever possible</li> </ul>	Yes	

			<p>Reduce the risk from unnecessary contact and mixing in meetings:</p> <ul style="list-style-type: none"> <li>• Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</li> <li>• Where this isn't possible, essential meetings will be conducted in a room that has appropriate space and ventilation.</li> </ul>	Yes	
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
				In Place	Reviewed
<p><b>Someone becomes unwell with Covid-19 symptoms</b></p>	<p>children Staff parents visitors</p> <p>Vulnerable groups-elderly, pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Infect other people</p>	<p>Anyone with symptoms of coronavirus should not attend school. The school may take the decision to refuse a child with symptoms if, in their reasonable judgement, it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).</p> <p>If anyone in the school becomes unwell 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), they will be sent home and advised to <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>The rest of the household does NOT NEED to isolate if they are:</p> <ul style="list-style-type: none"> <li>• Under 18 and 6 months and/or</li> <li>• Double vaccinated and/or</li> <li>• Part of a COVID Vaccine trial and/or</li> <li>• Cannot have a COVID vaccine for medical reasons (confirmed by a medical professional)</li> </ul> <p>If none of the above apply then household contacts must isolate until the test result.</p> <p>If a child is awaiting collection, they should be moved to the reception area at the entrance to the school. If they need to go to the toilet while waiting to be collected, they should use the toilet by the KS1 Staff Hub.</p> <p>PPE should 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). A face mask and face shield should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron, a face mask and a shield should be worn by the supervising adult.</p> <p>The room and toilet should be cleaned and disinfected before being used by anyone else. The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p>	Yes	

			<p><b>Waste</b> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full</li> <li>2. The plastic bag should then be placed in a second bin bag and tied</li> <li>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> <li>• keep it separate from your other waste</li> <li>• arrange for collection by a specialist contractor as hazardous waste</li> </ul> <p>There will be a charge for this service.</p> <p>Other household waste can be disposed of as normal.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>		
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
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<b>There is a confirmed case of coronavirus</b>	Children Staff Visitors Vulnerable groups-elderly,	Threat to health/ life  Infect other people	<p>If someone in the school has tested positive, close contact tracing will be undertaken by NHS Test and Trace and we will notify the Local Authority by completing the online form: <a href="http://www.bedford.gov.uk/covidschools">http://www.bedford.gov.uk/covidschools</a></p> <p>If there is positive case in a member of staff, staff close contacts will be informed to consider the following precautions if they are not required to self-isolate: 1) limiting close contact with people outside their household, especially in enclosed spaces</p>	Yes	

	<p>pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>		<p>2) wearing a face covering in enclosed spaces and where they are unable to maintain social distancing 3) limiting contact with anyone who is clinically extremely vulnerable.</p> <p>The local Public Health team to monitor the impact of COVID-19 on educational settings. The team will usually only become involved when one of the thresholds below are met:</p> <ul style="list-style-type: none"> <li>• 5 or 10% (whichever is reached first) test-confirmed cases of Covid-19 within 10 days, among students or staff clustered in a consistent group or cohort, OR</li> <li>• Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID–19 infection</li> </ul> <p>In these situations your Local Public Health Team will work with the school to consider introducing temporary measures such as bubbles, face masks and social distancing to prevent further spread of the virus.</p>		
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<p><b>Staffing: low staffing levels</b></p>	<p>Children Staff</p>	<p>Dangerous levels of supervision for children</p> <p>Inadequate support for children and staff</p> <p>Inadequate first aid provision</p>	<p>Staffing levels are monitored and are sufficient to ensure there are enough members of staff to supervise children in school safely.</p> <p>Staff must inform the school if they:</p> <ul style="list-style-type: none"> <li>• have had Covid-19 symptoms or a positive test</li> </ul> <p>Where staffing levels are below what is required, cover will be provided if it is feasible and safe to do so. If not, it may be necessary to close a bubble/year group temporarily and remote learning will be provided (see contingency plans).</p> <p>Provision is in place should the headteacher and deputy head are both ill with Covid-19. Responsibilities would be delegated to other members of the leadership team. The chair and vice chair of governors would liaise with the school office on site issues.</p> <p>Support staff and site staff levels are monitored to ensure appropriate levels of supervision and cleaning.</p> <p><b>Vulnerable Adults</b> Clinically extremely vulnerable individuals are advised to follow current advice. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>The school will follow current advice for any other vulnerable adults, such as pregnant women.</p> <p><b>Reducing Absence</b> Staff will test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. <a href="#">Guidance on testing</a></p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times.</p> <p>If there is positive case in a member of staff, staff close contacts will be informed to consider the following precautions if they are not required to self-isolate:</p> <ol style="list-style-type: none"> <li>1) limiting close contact with people outside their household, especially in enclosed spaces</li> <li>2) wearing a face covering in enclosed spaces and where they are unable to maintain social distancing</li> <li>3) limiting contact with anyone who is clinically extremely vulnerable.</li> </ol> <p>Staff are informed about who they can talk to if they have concerns, e.g. about their commitments, health, workload and mental wellbeing. Staff experiencing anxiety or staff who have concerns are supported to ensure they are comfortable coming into school and to ensure maximum staff availability / attendance.</p>	<p>Yes</p>	
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			<b>Responsibilities:</b> Leadership Team - regularly review the risk assessment and update it, notify staff of updates All staff - within their role, know the contents of the risk assessment, follow it and alert SLT to any issues arising Governors - test the robustness of the risk assessment		
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
				In Place	Reviewed
<b>Resources : Low resource availability</b>	Children Staff	Inadequate level of resources to support child learning, curriculum delivery and to keep safe.	Sound financial management  Regular audit of resources  Increased costs are recorded and monitored: <ul style="list-style-type: none"> <li>• Additional cleaning required due to confirmed or suspected coronavirus cases.</li> <li>• Additional resources for curriculum use so that children do not have to share.</li> </ul>		

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<b>Cleaning: Low cleaning stocks</b>	Children Staff	Critical levels of cleaning products lead to an inability to secure clean working environments which will lead to an increased risk of infection or spreading of the virus	Maintain a good stock of soap and alcohol-based hand sanitiser and paper towels.  Maintain a good stock of tissues.  Maintain a good stock of standard cleaning products, such as detergents and bleach to ensure that frequently touched surfaces are cleaned in accordance with cleaning schedule above and with reference to <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .	Yes	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
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<b>Health and Safety: Staff, parents, unions deem the health and safety measures in</b>	Children Parents Staff  Vulnerable groups- those with	Inadequate levels of supervision for children  Inadequate first aid provision	PPE is available when needed.  <i>DfE guidance is:</i>	Yes	

<p><b>place inadequate resulting in low staffing or child attendance levels</b></p>	<p>existing underlying health conditions</p> <p>Anyone else who physically comes in contact with someone in relation to school</p>	<p>Inadequate guidance for children and staff</p> <p>It isn't possible to follow procedures effectively</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Ensure 'normal' health and safety checks continue.</p> <p>Staff and parents should make SLT aware of any problems with applying procedures.</p> <p>The First Aid Policy is up-to-date and outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Face masks, gloves and visors are provided in first aid areas. People who administer first aid should pay particular attention to sanitation measures immediately afterwards, including hand washing.</p>		
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Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
				In Place	Reviewed
<p><b>Site constraints: adaptations to make the site safe within Covid-19 guidelines are physically or financially prohibitive</b></p>	<p>Children Staff Parents Visitors</p>	<p>Inadequate levels of supervision for children</p> <p>Inadequate first aid provision</p> <p>Inadequate guidance for children and staff</p> <p>It isn't possible to follow procedures effectively</p>	<p>Adaptations have been made to the site e.g. signage, playground zones and dedicated entrances.</p> <p>Additional staff hubs have been created.</p> <p>Adapt Fire Drill lining up locations and practice fire drill with new groups.</p>	<p>Yes</p>	

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures	
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<p><b>Children unable to attend school due to coronavirus (COVID-19)</b></p>	<p>Children</p>	<p>Inadequate curriculum delivery</p>	<p>We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our <a href="#">remote learning plan</a>.</p> <p>The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of</p>	<p>Yes</p>	



			COVID-19 isolation guidelines. Parents will be informed at the beginning of a closure how meals or lunch parcels will be distributed.		
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**RISK ASSESSMENT REVIEW:**

Where changes are identified at review the original risk assessment should be updated and saved as a new version (a copy of the original risk assessment should be retained). If no changes are required, this should be noted below.

<b>Date of Review:</b>	<b>Assessor's Name:</b>	<b>Outcome of review:</b> (Risk assessment reviewed & re-issued / No changes identified)	<b>Next Review Due:</b>