




Significant Findings of Risk Assessment

Site / Premises: Uplands Infant School	Assessment Carried Out By	Assessment Serial Number: Version 5		
Department: Whole School	Name: Kieran Clarke Signature: 	Date Carried Out or Reviewed 05.03.2021	Date for Next Review Fluid	Reviewed By (Name) 
Activity / Process: Coronavirus Operational Risk Assessment This Risk Assessment is supplementary to all other assessments associated with Coronavirus and NOT instead of. Whilst every effort is made within this document to anticipate all risk factors, it is important that the individual concerned reads the assessment in full, and brings to the attention of the Head Teacher, any concerns or additional information that they feel is relevant to achieving a full and comprehensive assessment. It is also important that any staff member who works within the same area, who may have a unique perspective of operational issues, should draw attention to any factors that they feel may have been omitted from this assessment.	Responsible Manager / Team Leader etc Name: Michelle Orton Signature: 			

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Risk of Carrying Infection into School		On arriving at school there is alcohol hand gel at reception as you enter the building. This must be used every time you pass through the reception area as this is our first point of contact. Receptionist to ensure every person entering the school is wearing a face mask and applies sanitiser before dealing with them.	2	3	6	Hand gel points are now situated at the entrance to all classes. Staff and children MUST use gel whenever they enter or leave their classroom – no matter how frequently this is. Remember, hand sanitiser is not a substitute for hand washing!	All Staff	Immediate	KC

		Only 1 person must be in the reception area at any time.							
Dropping off and Collecting Children	Children & Staff	<p>Each time a child is dropped off at school, the parent will either drop them at the school gate and a member of SLT will ensure their safe arrival into their classroom or take the child to a dedicated spot at least 2m from their classroom and leave immediately after dropping their child. The parent will not go any further onto the school grounds. SLT will be on duty to ensure this is adhered to.</p> <p>On pick-up the parent will wait at the designated area for their child's class. Once they have picked up their child they will leave the grounds immediately.</p> <p>Pick up and drop off times will be staggered to minimise the number of parents/carers and children entering at one time.</p> <p>Some classes will enter school via a different route to their normal route to minimise cross over of children and parent/carers.</p> <p>It is important that where possible only one parent should attend drop off and pick up to prevent over – crowding. Parents are encouraged to leave directly and not loiter around for a chat. Any Parent/Teacher consultations should be by appointment and not at drop off times.</p> <p>Parents who have collected children from the Junior school must leave them in the main playground whilst collecting their Infant school children.</p>	2	3	6	All parents will be informed to wear masks when dropping and collecting their children.	All staff	Immediate	KC

		<p>Staff to ensure doors are open on time to prevent overcrowding.</p> <p>Parents are reminded of the importance of wearing face protection when on the school grounds.</p>							
Over Crowding and Classroom Activity	Children & Staff	<p>The school will operate with year group bubbles.</p> <p>Children will not be able to adequately social distance from each other within their bubble- staff to reiterate the importance of non-contact with each other.</p> <p>When possible, think about introducing outside learning.</p> <p>Book bags will not be allowed in school.</p> <p>Reading books will be sent home on a set day in a plastic pocket. On the set day to return their book children will place them in a plastic box situated at the entrance to the classroom. The books will remain in the box for 72 hours before they are re-used.</p> <p>For GGR sessions, hands washed before and after session and book covers wiped. Staff to remove unnecessary items of/soft furnishings that cannot be steam cleaned at the end of each day.</p>	2	3	6	<p>Make sure your classroom has adequate ventilation. This can be done by just leaving a window openly slightly during the day. The Nursery and Bungalow have air recycling systems so remember to turn the fans on each day. Where necessary prop open a door as long as it's not a fire door</p> <p>Air recycling is also available in the resource areas in the main building. On PE days children will come to school wearing their PE kit to minimise the number of items crossing from home to school.</p>	All Staff	Immediate	KC
Risk of inadequate Social Distancing in School	Children & Staff	<p>Each class of staff is their own bubble and should at all times maintain a 2m distance from all other adults unless an emergency situation dictates otherwise.</p> <p>Masks must be worn at all times unless verbally supporting children's learning or you are working in a room by yourself.</p> <p>Inter year group planning in order to minimise the risk of casual interaction, for example using the hall or sports pitch. At break times or when not</p>	2	3	6	<p>2-way radios are available if staff feel safer or more comfortable interacting with colleagues</p>	All Staff	Immediate	KC

		<p>teaching, masks are available on request.</p> <p>If taking a break with colleagues you must maintain the 2m distance. If eating or drinking you must be at a greater distance and be no longer than 15 mins with your colleague/s</p> <p>If using the staffroom hands must be sanitised on entry and exit</p> <p>If using the photocopying machine, hands must be sanitised before and after use and a 2m distance must be maintained from other colleagues.</p> <p>All whole school staff meetings over 15 mins long will be held virtually.</p> <p>Team meetings, where feasible, will be held virtually.</p> <p>PPA, where feasible, may be undertaken at home.</p> <p>Teacher staff meetings, where feasible, will be held virtually.</p>							
Music/Singing		<p>Singing and other musical activity is permitted as long as:</p> <ul style="list-style-type: none"> • Social distancing is adhered to (2 metres) • Voices are not unduly raised • The room is well ventilated (Or outdoors) • Any instruments used are sanitised before and after use. • No sharing of Instruments <p>No wind instruments to be used!</p>	2	3	6		All Staff & Children	Immediate	KC

Risk due to Poor Personal Hygiene	Children & Staff	<p>Class teacher to promote good personal hygiene among children. Frequent hand washing for a minimum of 20 seconds. Ask children to sing a song whilst washing to encourage them to spend the right amount of time. Teachers to timetable this into their day.</p> <p>It is recommended that paper towels are to be used to dry hands in preference to hand dryers. Paper towels are now available in all classrooms and washrooms. Please use the bins provided and do not flush down the toilet. Bins will be emptied regularly by our cleaning staff in line with our current cleaning schedule.</p> <p>Encourage good respiratory hygiene:</p> <p>Catch it, Bin it, Kill it.</p> <p>Remember that tissues harbour infection and should be disposed of properly after one use. Regular reminders not to touch mouth, eyes and nose. Teachers to explicitly teach all the above.</p>	2	3	6				
Risk due to Unsupervised Playtimes	Children & Staff	<p>Playtimes are to be staggered to enable each group access to the playground in isolation. Or if possible aim to play in separate areas to reduce the need for staggered breaks.</p> <p>Encourage games that don't involve a great deal of physical contact and disinfect outside play equipment after use. Team leaders have devised an outside rota and created boxes of outdoor equipment for each year group and set areas for outdoor CP.</p>	2	3	6	<p>Nursery children are less likely to socially distance adequately. Limit the amount of toys that can be played with in order to reduce the possibility of passing on contaminated items. Cleaning team (and staff where possible) to spray play equipment periodically with sanitiser – also after play times.</p> <p>Staff to remove unnecessary items of/soft furnishings that cannot be steam cleaned at the end of each day.</p>	All Staff	Immediate	KC

		Large playground apparatus will be cordoned off.							
Travel.		<p>If there is a necessity to travel during the working day, ie for home visits etc., It is recommended that you consider whether travelling by foot is practicable. If this is not possible than maybe travelling by car – alone? If travelling with a passenger is unavoidable, then a face covering should be worn (Unless you have a medical dispensation) and the car well ventilated during transit. It is also recommended that frequent internal cleaning of the vehicle should take place. Preferably before and after trips.</p> <p>Children under 12 are not required to wear a face covering.</p>	2	3	6		All Staff	Immediate	KC
School Trips	Children & Staff	No school trips will be arranged at this time. Parents and staff will be given adequate notice from school, of the intention to resume such activities.	2	3	6			Immediate	MO/KC
Risk due to Unsupervised Lunchtimes	Children & Staff	<p>Lunchtimes have been staggered to prevent crossovers with other year group bubbles. Lunches will be brought to the children at the table to prevent gatherings at the hatch. Lunchtime staff will be allocated to each year group bubble and will monitor children and take away empty plates.</p> <p>After/pre eating, children are to be directed to play areas confined within their group.</p> <p>After the sitting, all tables and seating is disinfected by the kitchen staff. Kitchen staff assigned to the infants will not enter the junior school site.</p> <p>Hall</p>	2	3	6	2-way radios may be helpful in co-ordinating group lunch breaks to limit the possibility of clashing.	All Staff	Immediate	KC

		<p>Due to the large number of staff working in the hall, the following must be adhered to:</p> <p>All staff that are able to wear a face mask must do so; visors are available for those who cannot wear a face mask.</p> <p>A fixed hand sanitiser point is now situated on entrance to the hall, ALL staff MUST sanitise each time they leave or enter the hall, regardless of how many times they do so. ALL children to do likewise.</p> <p>External doors and windows to be left open to promote good air circulation, and internal doors to hall to be left open to reduce the amount of hand to door contact on entry and exit. This is fine as they are not designated fire doors at this time. Fire doors should not be held open – unless by the use of devices that automatically release them in the event of a fire alarm activation.</p>							
Risk due to Unplanned Visitors	Children & Staff	<p>Visitors to school that are not expected or not known should first be assessed as to whether they need to enter the building. Reception is fitted with a screen but it is also possible to communicate without opening any doors. In extreme circumstances, the reception panic alarm can be activated and all entry doors are now fitted with deadlocks. Due to the small amount of people on site nothing should be taken for granted.</p>	2	3	6	<p>ALL contractors are ONLY allowed on site with prior arrangement with the Premises Officer and will be furnished with a copy of our current site RA. Contractors visiting site to carry out essential works, will be required to provide their own risk assessment for the works they will be undertaking. SLT working on that day will be given advance notice of the intention of a contractor to call. The contractor will not be allowed to visit if the SLT is not comfortable with that arrangement.</p>	PO SLT	Immediate	KC
Crossing in Corridors	Children & Staff	<p>The hall and classrooms can all be accessed via the outside so there is no need for classes of children to use the corridors.</p> <p>Staff to retain social distancing when moving through corridors.</p>	2	3	6				

Managing Milk Time and Drinking Water		<p>Cartons to be wiped down and handed to children instead of allowing them to help themselves. Equally, straws need to be stored away and given out by staff. Hands washed before and after by all. Water fountains are not to be used. All parents will be encouraged to send their child to school with an empty water bottle. Bottles will be placed in an empty box, cleaned and then filled with water. The bottles will be washed at the end of each day and filled fresh the next morning. The bottles will be sent home each Friday.</p>	2	3	6				
Presenting Coronavirus Symptoms	Children & Staff	<p>Children</p> <p>If a child presents with a new continuous cough, a high temperature or reports a loss of smell or taste, the child must be sent home and the parent advised to consult the latest "Guidance for households with possible Coronavirus infection"</p> <p>Whilst a child is awaiting collection, they should be moved to the library where they can be isolated but monitored at all times. If possible make sure the room is well ventilated. Should the child require the toilet, then the staff member should take the child to the medical room toilet that can be cleaned and disinfected directly after use.</p> <p>Any disposable items that are potentially contaminated, should be double bagged and stored for a period of 72 hours before disposal</p> <p>PPE should be worn by the staff member if they are unable to maintain a 2 metre distance, for example dealing with a child who has complex needs. Please see our PPE Risk Assessment for the latest guidance.</p>	2	3	6	<p>In all cases we have the Weduc app to enable staff and parents to communicate and share information.</p> <p>Although every effort is made to give you the very latest information, advice may be subject to change, so make sure you adhere to the very latest guidance.</p>	<p>All Staff</p> <p>All Staff</p>	<p>Immediate</p> <p>Immediate</p>	<p>KC</p> <p>KC</p>

Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.

Staff

If a member of staff has helped someone who has had a continuous cough, high temperature or reports a loss of taste or smell, 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. In every instance after dealing with someone that is unwell, wash your hands for at least 20 seconds and thoroughly disinfect the area.

For every positive test from a pupil or staff member school to contact: PHE Coronavirus Response Centre on 03442 254 524

When notified of a positive test result, the school will contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 14 days. (The other household members of those close contacts do not need to self-isolate unless that person within

		<p>that group or class subsequently develops COVID 19 symptoms).</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for at least 10 days. Their fellow household members should self-isolate for 14 days. All staff will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested. A limited number of testing kits are supplied to schools.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for the current recommended number of days. The other household members of that wider class or group do not need to self-isolate unless the child or staff</p>							
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		<p>member they live with in that group subsequently develops symptoms.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p> <p>Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) From 8th March 2021 it is envisaged these Staff are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out. The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p> <p>BAME</p> <p>Uplands Infant School, staff and children, by a large majority are considered to be in this category. We have taken all measures available to ensure the safety and wellbeing of all of the most vulnerable within our school. If you feel that additional factors need to be taken into account, or you have special requirements that need to be addressed, then please contact the Head Teacher as a matter of urgency.</p>							
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Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	Impact (B)					

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year

		Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
		Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.