



COVID-19 RISK ASSESSMENT – AUTUMN TERM 2021

(updated 28th October 2021 for Term 2)

Our approach is based on the guiding principles of maintaining the safety and well-being of pupils and staff, closing educational gaps, and supporting our school community to be connected again.

Our approach has been informed by the SAGE hierarchy of protective measures to help prevent the spread of COVID-19:

- 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.

This re-opening risk assessment supersedes previous versions and reflects Local Authority and Department for Education (DfE) guidance 27th August 2021 <https://www.gov.uk/government/publications/actions-for-schools-during-the-COVID-19-outbreak/schools-covid-19-operational-guidance> .

In the event of an outbreak in school, the school will take advice from South Gloucestershire Public Health team and follow the Outbreak Management Plan.

Activity	Protective measures	Person(s) responsible	Action completed
(1) ENSURE GOOD HYGIENE FOR EVERYONE			
Hand hygiene	Good hand hygiene practice in school will continue. Hand hygiene is incorporated into the school day and children will be reminded to sanitise/wash their hands regularly. Hand sanitation points are provided in classrooms and key areas in school, so that all staff and children have easy access. Hand hygiene posters are displayed in key areas around the school.	All staff, pupils and visitors	On-going
	Pupils will be reminded of good hand hygiene as part of their COVID-19 information on return to school.	Teachers and TAs	Yes
	New Reception Pupils will be given age appropriate information and complete age appropriate activities to build awareness of hand hygiene.	Reception teacher	On-going
Respiratory hygiene	Staff use of E-Bug resources to reinforce 'Catch it, kill it, bin it' approach to support pupils to use correct processes. Tissues, paper towels and blue roll provided for all classrooms.	Teachers and TAs SBM/caretaker	On-going
	'Catch it, kill it, bin it' posters displayed in classrooms. Lidded bins provided in classrooms and staff room to dispose of waste.	Admin team / SBM / caretaker	Yes
Personal Protective Equipment - PPE	Staff know that PPE should be worn when supervising a child with potential symptoms of COVID-19 in Insolation Room awaiting collection. Staff know that PPE should be worn when carrying out first aid in close proximity to a child for an extended period, or where blood or saliva. Staff will follow gov.uk guidance (July 2021) on using PPE: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	All staff	On-going
	Appropriate PPE is purchased and made available to staff as required.	SBM / caretaker	On-going

Activity	Protective measures	Person(s) responsible	Action completed
Behaviour which may increase droplet transmission	<p>Where pupils present behaviours which may increase the risk of droplet transmission (e.g. biting, licking, spitting), they will be supported to reduce this.</p> <p>Where repeated behaviours (e.g. linked to a SEND), a risk assessment will be undertaken and additional control measures applied.</p> <p>Personal SEND risk assessments will be reviewed at intervals to ensure that the control measures are effective.</p>	<p>SLT</p> <p>SENDCO</p> <p>Other relevant staff members as appropriate</p>	On-going
(2) MAINTAIN APPROPRIATE CLEANING REGIMES			
Cleaning	<p>Direct Cleaning Services (DCS) provide contracted cleaning services.</p> <p>COVID-19 changes have been made to provide:</p> <ul style="list-style-type: none"> - Deep cleans where necessary. - Regular cleaning of frequent touch points with infection control products. - Additional cleaning in identified areas of the school as needed. <p>Staff are provided with cleaning products to clean desks during the school day. Staff are required to clean classroom desks at the end of lessons before lunch break.</p> <p>All cleaning products are included on COSHH Risk Assessment and are stored out of the reach of children.</p>	All staff	On-going
	Cleaning products are purchased and made available to staff as required.	SBM / caretaker	On-going
	Midday cleaners to resume their roles from Monday 1 st November 2021 (every day, half an hour cleaning before lunch and half an hour cleaning after lunch of “frequently touched points” such as door handles and toilet flush handles).	HT SBM Midday cleaners	On-going

Activity	Protective measures	Person(s) responsible	Action completed
(3) KEEP OCCUPIED SPACES WELL VENTILATED			
Ventilation of occupied spaces	<p>All staff are aware of the need to ensure work spaces are ventilated and the role this plays in reducing the concentration of any virus in the air.</p> <p>Staff aware of the need to maintain a comfortable Learning/Working environment.</p> <p>Classrooms with natural ventilation may have windows open during lessons for background ventilation to enable thermal comfort to be maintained.</p> <p>Windows will be open between lessons (e.g. during break and lunch times and when the room is unoccupied) to purge the room.</p> <p>Where appropriate, doors can be opened by staff to allow air to flow through the room/building.</p> <p>Poorly ventilated spaces will be identified and steps will be taken to improve ventilation.</p> <p>Ventilation will be considered for all events (e.g. audiences for performances, open days etc). The organiser will consider this as part of the event planning and risk assessment process.</p> <p>Staff room external door must be open – even if just a crack - during lunchtimes. The door to corridor and the window needs to be left open to allow a flow through of air. The library is available on Monday, Wednesday and Friday lunchtimes if staff would like to use these spaces.</p>	All staff	On-going

Activity	Protective measures	Person(s) responsible	Action completed
(4) FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19			
Feeling unwell with symptoms of COVID-19	<p>Parents/carers of pupils, staff, visitors and contractors must follow the latest public health advice on when to self-isolate and what to do.</p> <p>Do not come to school if they:</p> <ul style="list-style-type: none"> ● they have symptoms of COVID-19 ● have had a positive test result ● have been asked to isolate by a government department ● have been asked to quarantine following a foreign travel <p>The school will refuse admission to pupils who arrive at school but are, in their reasonable judgement, presenting with possible COVID-19 symptoms.</p> <p>The school will contact parents/carers to ask them to collect their child/ren if, during the school day, in their reasonable judgement, the pupil is presenting with possible COVID-19 symptoms.</p> <p>These are precautionary measures to protect the school community from possible infection with COVID-19.</p>	Staff, pupils, parents/carers, visitors	On-going
Persons who become symptomatic when in school	<p>Staff, visitors or contractors who become unwell with symptoms of COVID-19 are asked to follow schools guidance and alert the Head teacher, so that the school Infection Control Procedure for COVID-19 can be followed.</p> <p>All staff, visitors or contractors who are too unwell to drive will wait for collection in a designated COVID-19 isolation room and have access to a designated COVID-19 toilet (in Blue Room).</p> <p>Staff, visitors or contractors who become unwell in school will be advised to:</p> <ul style="list-style-type: none"> ● Go directly home ● Follow the latest guidance on testing 	Staff, visitors and contractors	On-going

Activity	Protective measures	Person(s) responsible	Action completed
Infection control	<p>The school has an identified COVID-19 Isolation room and toilet.</p> <ul style="list-style-type: none"> • The Isolation Room has windows which can be opened for ventilation and space to allow 2 metre separation. • The Isolation Room has windows to the corridor so that the supervising member of staff can take care of the child from a safe distance. • PPE is available for staff to wear if necessary. • After use the room will be sanitised. • There is a lidded bin for waste in the vestibule nearby. • End of the day waste will be double bagged and disposed of in general waste after 72 hours. 	<p>SLT</p> <p>Any other relevant staff</p>	<p>On-going</p>
Asymptomatic testing	<p>All staff (excepting those who have had COVID-19 in the past 90 days) will be encouraged to take twice weekly Lateral Flow Device (LFD) tests.</p> <p>The school will supply LFD test kits during term time to:</p> <ul style="list-style-type: none"> • Staff • Regular on-site contractors such as Integra Catering, Direct Cleaning etc. 	<p>All staff</p> <p>SBM / Admin team</p>	<p>On-going</p>
Confirmatory PCR tests	<p>Staff with a positive LFD test result will be advised to:</p> <ul style="list-style-type: none"> • self-isolate in line with the stay at home guidance; • get a free PCR test to check if they have COVID-19; • self-isolate whilst they await the PCR result. <p>Note: If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the member of staff can return to school, if they do not have COVID-19 symptoms.</p>	<p>All staff</p>	<p>On-going</p>

Activity	Protective measures	Person(s) responsible	Action completed
Close contacts	<p>In some cases the school may be contacted by NHS Test and Trace and asked to assist with identifying close contacts. Staff are aware of this requirement and will engage with NHS Test and Trace as and when asked.</p> <p>School will not pass on any information which would be in breach of GDPR requirements.</p> <p>Staff who:</p> <ul style="list-style-type: none"> • are unvaccinated; • have received one vaccine; • have received two vaccines but it's less than 2 weeks after the second dose <p>will be advised by NHS Test and Trace to self-isolate for 10 days, if identified as a close contact. Member of staff to notify Head teacher.</p> <p>Primary school aged children are now encouraged to do daily lateral flow tests if a member of their household tests positive.</p>	<p>SLT</p> <p>All staff</p>	<p>On-going</p>
OTHER CONSIDERATIONS			
Foreign travel	<p>Those returning from foreign visits must follow the current government guidance on return. If a period of quarantine will mean absence during a time when the member of staff is contracted to work they must notify the Head teacher.</p> <p>Parents/carers should notify the school office of the reason for absence.</p>	<p>All staff</p> <p>Parents/carers</p>	<p>On-going</p>
Face coverings	<p>These may be required if there is an outbreak. This will be managed via the outbreak management plan.</p> <p>Staff can wear face coverings at their own discretion. Visitors will be required to wear a mask.</p>	<p>Staff, visitors and contractors</p>	<p>On-going</p>
Remote Learning	<p>Where pupils are self-isolating, but well enough to undertake learning, high quality remote education will be provided.</p> <p>Pastoral support will be provided by the class teacher and/or TA to pupils who are self-isolating.</p>	<p>Staff</p>	<p>On-going</p>

Activity	Protective measures	Person(s) responsible	Action completed
Pupil well-being and support	<p>All staff are aware of the potential for some pupils to require additional support and are aware of signs to look for.</p> <p>Staff are aware of the various sources of support and will recommend or signpost as appropriate.</p> <p>Well-being and support will be provided by the class teacher and explicit teaching of social and emotional aspects of learning through the schools Jigsaw PHSE programme.</p> <p>Emotional Literacy Support Assistants will provide tailored provision to identified pupils.</p>	All staff	On-going
Vaccination of staff	The school supports the national vaccination programme and will support staff attending booked vaccination and booster appointments. Where possible these should be arranged outside of the school day to minimise disruption to student learning.	SLT	On-going
School meals for eligible FSM	<p>Free school meal support will be provided to pupils who are eligible for benefits-related free school meals and who are remote learning during term time.</p> <p>Head teacher will liaise with Integra Catering providers to enact this as and when needed.</p>	SLT	As required
Outbreak Management Plan	<p>The school has adopted the Local Authority Outbreak Management Plan. This will only be triggered in conjunction with Health Protection Teams. It will follow the DfE Contingency Framework and will allow for the step up or step down of additional measures designed to break the chain of transmission.</p> <p>Additional controls may include:</p> <ul style="list-style-type: none"> • Face coverings; • Return to bubbles etc.; • Changes in cleaning regimes; • Staggered breaks. 	SLT	As required

Activity	Protective measures	Person(s) responsible	Action completed
Training and Awareness	<p>Staff will be updated on the latest in school COVID-19 arrangements during the Inset day in September and any following updates in staff meetings.</p> <p>All staff will be made aware of this risk assessment and update training /information given as needed.</p> <p>This risk assessment is available on the school’s website, in the staff room and next to the staff signing in book.</p>	SLT SBM Admin Team	Yes
	<p>There will be ongoing staff updates and training where needed to ensure staff are following the latest guidance and school arrangements. In addition there will be additional staff briefings as needed and staff emails etc.</p>	SLT	On-going
Supply teachers	<p>The school will continue to minimise, where possible, the use of supply teachers.</p> <p>All supply staff will be informed of the COVID-19 requirements on arrival.</p>	SLT SBM	On-going
Visitors	<p>Visitors will be limited to those that are educationally necessary, and where a phone call or Google Meet is either not appropriate or is not possible.</p> <p>Where possible visits will take place outside of the school day.</p> <p>When arranging any visit, staff will alert the visitor to the COVID-19 requirements and the need to cancel the appointment if the visitor is advised to self-isolate or if they have symptoms of COVID-19.</p> <p>Meeting rooms with open windows to be used.</p> <p>After use, sanitising products should be used to clean touch points in the area.</p>	Staff and visitors	On-going

Activity	Protective measures	Person(s) responsible	Action completed
Volunteers	Volunteers in school will be limited to where there is greatest benefit of a volunteer being present. Head teacher will agree to volunteers on a case by case basis.	SLT	On-going
	Where volunteers are from organisations they will be asked for copies of their organisations COVID-19 risk assessments. All volunteers will have the COVID-19 controls explained to them and will be expected to apply all controls.	Staff dealing with the volunteer	On-going
Contractors	Where possible, contractor visits are scheduled before or after the school day. Where there is an emergency situation or there is a valid reason a contractor must be in school during the school day, the visit will be arranged to minimise contact with staff and pupils. Contractors will be informed of the COVID-19 guidance as it relates to the work to be undertaken. Contract work will be overseen by the School Business Manager and Caretaker.	SBM Caretaker	On-going
	Integra Catering staff follow the Integra COVID-19 guidance and are informed of any changes of school protective measures relevant to their role. Integra Area Manager responsible for raising awareness and accountability of team against Integra COVID-19 risk assessment.	Integra Area Manager and team	On-going
	DCS cleaning staff follow the DCS COVID-19 guidance and are informed of any changes of school protective measures relevant to their role. DCS supervisor is responsible for raising awareness and accountability of team against DCS COVID-19 risk assessment.	DCS supervisor and team	On-going
First Aid	First aid only to be carried out by trained first aiders. The school has a number of trained paediatric first aiders, one of whom should always be on site. Staff know that PPE should be worn when carrying out first aid in close proximity to a child for an extended period, or where blood or saliva.	Staff	On-going
	Donning and doffing guidance has been made available to all staff.	Admin Team	Yes

Activity	Protective measures	Person(s) responsible	Action completed
Staff who are pregnant	<p>The school will follow the latest COVID-19 guidance for pregnant women and liaise with South Gloucestershire Schools HR.</p> <p>All pregnant mothers will have a Pregnant Worker Risk Assessment, which will include the latest Royal College of Obstetricians and Gynaecologists advice. Midwife/medical professional information will be important in understanding an individual's risk.</p> <p>The school recognises that pregnant staff with underlying medical conditions may be at greater risk of COVID-19 from 28 weeks onwards, so the risk assessment is reviewed before this point.</p> <p>Where there is considered to be a greater COVID-19 risk, these staff may be given adapted duties or asked to work from home, if their role may be carried out in this way.</p>	SLT	As required
Supporting staff and staff well-being	<p>South Gloucestershire free helpline and https://www.educationsupport.org.uk promoted to all staff.</p> <p>The Head teacher regularly promotes the Thrive app, which is available to all staff.</p>	SLT	Yes
	<p>Head teacher has an "open door" policy to support school staff.</p> <p>Staff with concerns are encouraged to speak to the Head teacher or their line manager.</p> <p>Head teacher has the ability to refer staff to Occupational Health or counselling services.</p>	SLT Line managers	On-going
Open days	<p>Planning for Open Days will include a thorough risk assessment following the DfE system of controls and be agreed in advance by the Head teacher.</p>	SLT	As required
Lettings	<p>Letting agreement amended to include section on COVID-19 requirements to ensure all hirers are aware of COVID-19 risk assessment and their responsibilities in relation to it.</p> <p>Hirers to provide the school with their COVID-19 risk assessment before the letting commences.</p>	SBM	

Activity	Protective measures	Person(s) responsible	Action completed
Assemblies	Assemblies to go back to being run on MSTeams (no “in person” assemblies)	SLT	As required
Performances	Head teacher to discuss and agree to any proposed face to face performances in front of live audiences. Where agreed, each performance to have its own specific COVID-19 risk assessment.	SLT	As required
Singing and instrument playing	Singing and instrument playing in larger groups, such as choirs and ensembles, can only take place when significant space, natural airflow and strict instrument appropriate distancing can be maintained.	Staff	On-going
Peri Music	Peripatetic music lessons are covered by separate risk assessments, as provided by the organisation providing the lessons (Integra Music Hub and Red Music). Appropriate space and ventilation must be ensured and children spaced appropriately.	Music leader	On-going
Behaviour expectations	School Behaviour Policy and Procedures have been updated to include COVID-19.	Deputy Head teacher	
	Lesson time devoted to explaining to pupils, in an age appropriate way, the school COVID-19 safety rules and requirements.	Staff	Yes
	SLT staff available at key times in school to support pupils in maintaining COVID-19 safe behaviour.	SLT	On-going
Wrap around provision and extra-curricular provision	Wrap around provision provided, partially from school premises, by WOOSC. School to liaise with WOOSC regarding their COVID-19 protective measures.	SBM	On-going
	Where after school clubs are provided by outside providers (rather than school staff), liaise with the providers in regards to their COVID-19 protective measures.	Admin team	
Educational visits	COVID-19 risk assessments will be requested and assessed for all venues. Trip leader to include assessment of COVID-19 risks in their trip risk assessment.	Trip leaders	On-going
	SBM to give due consideration to whether COVID-19 insurance cover can/should be obtained for the trip to go ahead.	SBM	On-going

Activity	Protective measures	Person(s) responsible	Action completed
Monitoring and review of risk assessment	This risk assessment will be reviewed termly or sooner if one of the following is applicable: <ul style="list-style-type: none"> • New guidance received from the government or South Gloucestershire Council • There is a COVID-19 outbreak at the school • There is a COVID-19 RIDDOR reportable incident • Significant concerns are raised by parents/carers or staff • If the local outbreak plan is required and step up controls are needed 	SLT	On-going
Communication of risk assessment	The risk assessment is available to all staff, parent/carers and other interested parties as it is on the school website: https://www.alexanderhoseprimary.co.uk/page/?title=COVID%2D19&pid=293	Admin Team	Yes
	Staff will be updated via email of any changes to the risk assessment.	SBM	As required
	Changes to the risk assessment will be discussed in staff briefings.	SLT	As required
Resolving issues and concerns	Staff are directed to their line manager for COVID-19 concerns relating to their work.	Line managers	As required
	Staff are directed to the Head teacher for personal concerns or if they consider there are issues with the robustness of the school controls measures. Head teacher to have an “open door” policy. Head teacher to work with staff to ensure their issues and concerns are considered and resolved.	SLT	As required
	Parents/carers are directed to: <ul style="list-style-type: none"> • Class teacher • Head teacher • School email address 	Parents/carers	As required

Activity	Protective measures	Person(s) responsible	Action completed
Risk estimation and management	<p>Application of control measures have been informed by the national guidance for schools and priority controls stated in the DfE guidance.</p> <p>Additional pupil risk assessments will be undertaken or reviewed for pupils as determined necessary by the SENDCO.</p>	SENDCO	As required