

## Whole School Autumn Term 2022 COVID-19 Risk Assessment Form

This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.

<b>Name and Address of the School:</b> Timothy Hackworth Primary School		
<b>Head teacher:</b> Mrs. L. Boulton	<b>Name of Person Completing the Risk Assessment:</b> Mrs. L. Boulton	
<b>Current Number of Staff Employed:</b> 70  <b>Teaching:</b> 21  <b>Support Staff:</b> 23  <b>Administrative / Cleaning / Lunchtime Supervisors / Catering Staff:</b> 26	<b>Date of Assessment:</b> 24 <sup>th</sup> January 2022; 11 <sup>th</sup> March 2022; 9 <sup>th</sup> September 2022	<b>Date Risk Assessment reviewed by Head Teacher and Governing Body:</b> Every 2 months.
<b>Current Number of Pupils on Roll:</b> 362  <b>Current number of pupils accessing alternative provision:</b> 0		
<b>Contractors currently working on the school site:</b> 0		
<b>Consultation:</b> The Covid-19 Risk Assessment has been shared with the Governing Body and staff members. The Governing Body of the school are to be informed of any staff members or parents'/carers' concerns.		
<b>Communication:</b> The Covid-19 Risk Assessment has been shared with the whole staff team.		
The school has more than 50 members and staff, and to comply with the current <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> in the Autumn Term 2022, and to ensure compliance with the <b>Health and Safety Executive (HSE)</b> a copy of this risk assessment has been placed on the school website.		

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Persons covered by this assessment: **The school community, visitors, professionals, and contractors working in/attending the school site to provide support etc.**

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.

**The virus is thought to spread mainly from person-to-person:**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	<b>Major</b> Major injury, permanent disability, or ill-health	Low	low	Low
	<b>Severe</b> Injury requiring medical treatment	low	low	Low
	<b>Minor</b> First aid treatment	Low	Low	Low

The school are following the guidance [Schools coronavirus \(COVID-19\) Operational Guidance](#).

Public Health England advice 'Systems of Controls to Minimise Coronavirus (COVID-19) Risks in School Environments', the school are adhering to the four key current systems of control:

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

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread](#).

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<b>1)Transmission within the school community</b>						
<b>Transmission of COVID-19 in the Spring Term</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-NHS COVID-19 Vaccination - programme has commenced throughout the UK.</li> <li>-Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over.</li> <li>-A register is in place at the school identifying staff members who have received the vaccination for COVID-19.</li> <li>-Staff, Parents/Carers are aware of the <u>symptoms of COVID-19</u>.</li> <li>- The school have provided Staff, Parents and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</li> <li>-Staff/ pupils who are experiencing <u>coronavirus (COVID-19) symptoms</u>, will not attend the school and advised to self-isolate. Staff/Parent/Carers are advised to arrange a <u>PCR test</u>, where there are no symptoms present, but is a close contact.</li> </ul>		<ul style="list-style-type: none"> <li>-Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed-<u>Book or manage your coronavirus (COVID-19) vaccination</u>.</li> <li>-Ensure that the COVID-19 staff vaccination register is kept up to date during the Autumn Term 2022.</li> <li>-Staff and Parents/Carers to be reminded via the schools' communication links that they must not attend the school, even if they are feeling better, until the 3 day isolation period has passed.</li> <li>-<u>Contingency framework</u> in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken.</li> <li>-Where a parent/carer insists that a pupil attends the school, the Head Teacher can take the decision to refuse the pupil entry into school if, in the Head Teacher's reasonable judgement, it is necessary to protect other pupils and staff from possible infection of COVID-19.</li> <li>-Staff to be advised to continue to make sensible decisions regarding their</li> </ul>	<p><b>Head Teacher</b></p> <p><b>SBM</b></p>	<b>M</b>

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		<p>-Staff and Parents/Carers follow the sickness absence procedure in place at the school.</p> <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Identified staff and pupils are participating in voluntary Lateral Flow Device testing should symptoms be experienced.</p>		<p>proximity to others both in class and when working with colleagues.</p> <p>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and select option 1 / Public Health England.</p>		
<b>Staff/Pupils identified as close contacts by NHS Test and Trace</b>	<b>M</b>	-A register is in place at the school identifying staff members that have received the vaccination for COVID-19.		-The school will continue to keep a record of pupils and staff known to be symptomatic or to have tested positive.	<b>Head Teacher</b>	<b>L</b>

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<b>2) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing in schools and LFD testing at home.</b>						
<b>Staff/Pupil with a recent Covid-19 diagnosis</b>	M	-Request evidence of when Staff/Pupil tested positive for COVID-19			<b>Head Teacher</b> <b>Staff</b>	L
<b>Home Asymptomatic Testing</b>	M	-The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis. -Staff continuing to undertake home tests should they have CV19 symptoms.		Parents/Carers of Primary age pupils presenting with symptoms of COVID-19 are advised to take an LFD test.	<b>Head Teacher</b>	L
<b>Home Positive LFD/PCR test result</b>	H	-Staff and Parents/Carers advised to report the outcome of their LFD test results to the school via the previously agreed route. -Pupil absences will continue to be rigorously monitored as per school procedures. -Where vulnerable pupils are absent, the absences will be reported to the child's Social Worker, and daily contact will be		-Parents/Carers reminded to report the results of the LFD test via the school e-mail address/contact details provided by the school. The e-mail address/contact details are monitored by the school on at least a daily basis. --If the LFD test is negative the staff/pupil can return to school. .	<b>Head Teacher</b>	L

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		made with the child and their parent/carer.				
<b>COVID-19 Outbreak</b>	<b>H</b>	<p>-If the school identifies that it has had several positive cases within a 14-day period, but has not been contacted by Track and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate it to the local health protection team if necessary and may advise the school to implement its outbreak management plan and <a href="#">Contingency framework: education and childcare settings</a></p> <p>- DCC H&amp;S Team may be contacted to offer support to identified schools.</p>		<p>-DCC Public Health Team have provided a template COVID-19 Outbreak management plan that is to be completed by the Head Teacher.</p> <p>-The school may be contacted, by the local health protection teams in response to a local outbreak.</p> <p>-Where an outbreak is identified It may be necessary to reintroduce face coverings for staff and pupils when in classrooms and moving around the school site.</p> <p>-Where concerns are raised with the number of positive cases within the school community contact the DfE helpline on 0800 046 8687 and selecting option 1 / Public Health England / Local Outbreak Team.</p>	<b>Head Teacher</b>	<b>L</b>

### 3)Day to day infection control.

<b>Infection Control within the school</b>	<b>H</b>	<p>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</p> <p>- Toilet facilities cleaned at regular intervals throughout the</p>		-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.	<b>Head Teacher</b>	<b>M</b>
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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<p>school day (door handles, toilet cubicle locking mechanisms and flushers).</p> <ul style="list-style-type: none"> <li>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</li> <li>. Staff encouraged to clean as they go when accessing the staff room.</li> <li>- Cleaning schedule in place which covers all areas of the school environment. A robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.</li> </ul> <p><u>Isolation Room Pupil Welfare Checklist:</u></p> <ul style="list-style-type: none"> <li>-Ensure that any child in isolation is appropriately supported by a member of staff within the isolation room as necessary. Consider the age of the child:</li> <li>-Should the child be 2 Year Olds – Year 2, the adult should support the child within the Isolation Room, wearing full PPE.</li> </ul>		<p>--Staff members' wellbeing assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted.</p> <p>-Consideration is in place to continue to gradually introduce traditional school life during the Autumn Term. Identified restrictions are currently being reviewed and relaxed where necessary.</p>		

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		<p>-Should the child be Y3 – Y6, it may be appropriate for the child to enter the Isolation Room by themselves, with the supervising adult standing immediately outside of the Isolation Room door and supervising at all times.</p> <p>-Ensure that any child in the isolation room is comfortable, prompting them to take off their coat and bag, particularly if the child will be waiting for collection by parents/carers for an extended period of time.</p> <p>-Check that any pupil in the Isolation Room is offered the use of the toilet.</p> <p>-Check that any pupil in the isolation room is provided with an activity as a distraction technique as necessary.</p> <p>-Following the child going home, inform the Office Staff to alert Mr. Sear to clean the Isolation Room, toilet and coloured pencils/pen/pencil as necessary.</p>				
<b>Social Distancing within the school building</b>	<b>H</b>	<p>-Good hand and respiratory hygiene demonstrated when moving about the building.</p> <p>-Pupils are supervised when moving about the building.</p>		-Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers still have a legal duty to ensure the health and safety of their staff and pupils.	<b>Head Teacher</b>	<b>L</b>

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
				<p>-Consideration to continue to phase in school activities where year groups and staff will interact during the Autumn Term.</p> <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.</p>		

#### 4) Maintaining Hand and Respiratory Hygiene.

<b>Hand and Respiratory Hygiene</b>	<b>H</b>	<p>-Handwashing/application of hand sanitiser embedded in the daily routines of the school.</p> <p>-Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site (Supplies regularly monitored &amp; maintained).</p> <p>-Support is provided to pupils who are unable to clean their hands independently, especially where hand sanitiser is used, to prevent hazards such as ingestion.</p> <p>-Staff and Pupils wash their hands or apply hand sanitiser (60-70% alcohol):</p> <ul style="list-style-type: none"> <li>- When they arrive at the school</li> <li>- When they return from break periods</li> <li>- When they change rooms</li> </ul>			<b>Headteacher</b>	<b>M</b>
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		<ul style="list-style-type: none"> <li>- Before and after eating</li> <li>-Following interventions</li> <li>-Hand, cleaning, and respiratory stations remain within communal and classroom environments.</li> <li>-Sufficient handwashing facilities are available around the school</li> <li>-Soap, hand towels and hand dryers readily available.</li> <li>-Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site.</li> </ul>				
<b>Face Coverings</b>	L	N/A		<u>N/A</u>	Head Teacher	L
<b>Use of Personal Protective Equipment when supporting pupils</b>	H	-First Aid risk assessment in place.			Head Teacher SBM	M
<b>5)Ventilation around the school site and on public/dedicated transport</b>						
<b>Poor Ventilation</b>	L				Head Teacher Site Manager	L

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<b>6) Cleaning carried out on the school site</b>						
<b>Use and storage of cleaning products</b>	<b>M</b>	<p>-Hand, respiratory, cleaning stations located around the school site.</p> <p>-Full Stock check completed in the Summer Term regarding available resources /stock currently held.</p> <p>-Stocks replenished where need identified.</p>			<p><b>Head Teacher</b></p> <p><b>Site Manager</b></p> <p><b>SBM</b></p>	<b>L</b>

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> <li>-Cleaning products stored away from pupils in the classroom environment.</li> <li>-Cleaning products stored in designated secure areas around the school site.</li> <li>-All cleaning products clearly labelled and used as directed.</li> <li>-Appropriate PPE worn.</li> </ul>				
<b>Cleaning schedule on the school site</b>	<b>H</b>	<ul style="list-style-type: none"> <li>-Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue.</li> <li>-Hand, cleaning, and respiratory stations remain within communal and classroom environments.</li> <li>-Cleaning staff allocated specific areas to clean within the school environment.</li> <li>-A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces:</li> <li>-Work surfaces</li> <li>-Toilets</li> <li>-Door Handles/ Access Buttons</li> <li>-Handrails</li> <li>-Light switches</li> <li>-Kitchen areas and associated equipment</li> </ul>		<ul style="list-style-type: none"> <li>-Where need identified, the cleaning schedule is reviewed, and additional cleaning carried out.</li> </ul>	<p><b>Head Teacher</b></p> <p><b>Site Manager</b></p>	<b>L</b>

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		<ul style="list-style-type: none"> <li>-Water dispensers/ coolers</li> <li>- Printers/ Photocopiers</li> <li>-Shared resources</li> <li>-Meeting rooms clearly identified if they require cleaning after use.</li> <li>-Office areas</li> <li>-Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting.</li> <li>-Appropriately competent cleaning staff employed at the school to undertake cleaning tasks.</li> <li>-Communal equipment including fridges and kettles etc. wiped down following use.</li> <li>-Spillage policy in place.</li> </ul>				
<b>Waste from the school site</b>	<b>M</b>	<ul style="list-style-type: none"> <li>-External bin store in place</li> <li>-Contractor SLA in place to remove waste materials from the school site.</li> <li>-Waste removed from the school building at the end of each day and placed in the designated bin store.</li> </ul>			<b>Head Teacher</b>  <b>SBM</b>  <b>Site Manager</b>	<b>L</b>
<b>7)Pupil/Staff Anxiety</b>						

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Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Autumn Term 2021.	By whom & when	Risk Rating H/M/L
<b>Staff Anxiety</b>	<b>M</b>			<ul style="list-style-type: none"> <li>-SLT to ensure that information is shared with staff in a timely manner.</li> <li>-Staff to raise concerns with the SLT as and when they arise.</li> <li>-Where need identified refer staff to DCC Occupational Health.</li> <li>-Continue to remind Staff members of the support available from: <a href="#">Education Support</a> provides a free helpline for school staff and targeted support for mental health and wellbeing and the <a href="#">Our Frontline: Wellbeing toolkit for educators</a> brings together a range of resources and support for staff.</li> <li>-The school will utilise sources of support to help those experiencing emotions such as <a href="#">extra mental health support for pupils and teachers</a>.</li> <li>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</li> </ul>	<b>Head Teacher</b>	<b>L</b>
<b>Pupil Anxiety</b>	<b>M</b>	<ul style="list-style-type: none"> <li>- Staff supervise pupils when washing their hands in the toilet areas/sink areas.</li> <li>- Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).</li> </ul>		<ul style="list-style-type: none"> <li>-Staff to raise concerns with Designated Safeguarding Leads in the first instance.</li> </ul>	<b>Head Teacher</b>	<b>L</b>

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		<p>- Pupil, Staff and Visitor Toilet facilities cleaned following break and lunch periods.</p> <p>-Staff encouraged to clean as they go when accessing the staff room.</p> <p>- Cleaning schedule in place which covers all areas of the school environment. A robust cleaning schedule is in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned.</p> <p><u>Isolation Room Pupil Welfare Checklist:</u></p> <p>-Ensure that any child in isolation is appropriately supported by a member of staff within the isolation room as necessary. Consider the age of the child:</p> <p>-Should the child be 2 Year Olds – Year 2, the adult should support the child within the Isolation Room, wearing full PPE.</p> <p>-Check that windows are open for ventilation in Isolation Room.</p> <p>-Should the child be Y3 – Y6, it may be appropriate for the child to enter the Isolation Room by</p>				

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		<p>themselves, with the supervising adult standing immediately outside of the Isolation Room door and supervising at all times.</p> <p>-Ensure that any child in the isolation room is comfortable, prompting them to take off their coat and bag, particularly if the child will be waiting for collection by parents/carers for an extended period of time.</p> <p>-Check that any pupil in the Isolation Room is offered the use of the toilet.</p> <p>-Check that any pupil in the isolation room is provided with an activity as a distraction technique as necessary.</p> <p>-Following the child going home, inform the Office Staff to alert Mr. Sear to clean the Isolation Room, toilet and coloured pencils/pen/pencil as necessary.</p>				
<b>8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community.</b>						
Staff	M	-Register in place of staff members who have received the COVID-19 vaccination.		-Where need identified refer staff to DCC occupational Health. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.	Head Teacher	L

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Pupils	M	-Individual healthcare plans are in place for identified pupils.			Head Teacher	L
<b>9) New and Expectant mums in the school community</b>						
New and Expectant Mums	M	-New and Expectant mums are aware of the symptoms of COVID-19. -New and Expectant mums are supported by their midwife. -New and expectant mums are given time during work hours to attend all medical appointments as required.		-Where New and Expectant Mum risk assessments have previously been completed, they are to be reviewed during the Autumn Term. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. -New and Expectant Mums to raise concerns with her immediate manager in the first instance.	Head Teacher SBM	L
<b>10) Domestic and International Educational Visits</b>						
EVOLVE	M	-Visits uploaded to EVOLVE in a timely manner.			Head Teacher	L
<b>11) Professionals/Visitors and Contractors on site.</b>						
Visitors/Contractors and External Support Staff on the school site.	M	-All visitors sign in when they attend the school site. -Main reception area spot cleaned throughout the day.			Head Teacher SBM	L

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					Site Manager	

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team - [hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

**All relevant guidance contained in this document is subject to updates as required.**

Historical Guidance during the CV19 Period
<a href="#">Schools COVID-19 Operational Guidance.</a>
<a href="#">Early Years and Childcare settings.</a>
<a href="#">Further education, colleges, and providers.</a>
<a href="#">Special schools, special post-16 providers and alternative provision.</a>
<a href="#">Symptoms of coronavirus (COVID-19)</a>
<a href="#">Regular rapid lateral flow coronavirus (COVID-19) tests.</a>
<a href="#">Report a COVID-19 rapid lateral flow test result.</a>
<a href="#">Book or manage your coronavirus (COVID-19) vaccination.</a>

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[Coronavirus: how to stay safe and help prevent the spread.](#)

[Use of PPE in education, childcare, and children's social care.](#)

**Guidance**

[COVID-19: cleaning non-healthcare settings outside the home.](#)

[Contingency framework: education and childcare settings.](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Catch it, bin it, kill it.](#)

[E Bug COVID-19 website.](#)

**HSE Guidance**

[HSE Ventilation guidance](#)

[CIBSE COVID-19](#)

**Kitchen Contractors**

[Working Safely During Coronavirus \(COVID-19\).](#)

**New and Expectant Mums**

[NHS Pregnancy and coronavirus \(COVID-19\)](#)

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**Guidance**

[How to avoid catching and spreading coronavirus](#)

[Pregnancy, breastfeeding, fertility, and coronavirus \(COVID-19\) vaccination](#)

[Book or manage your coronavirus \(COVID-19\) vaccination.](#)

[JCVI Interim advice: potential COVID-19 booster vaccine programme winter 2021 to 2022.](#)

[The Royal College of Obstetricians & Gynaecologists](#)

**Mental Well-being**

[Promoting and supporting mental health and wellbeing in schools and colleges](#)

[extra mental health support for pupils and teachers.](#)

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