


Risk Assessment

SCHOOL RISK ASSESSMENT –COVID 19

School name and address: Knowleswood Primary School		
Activity / Environment Description: COVID 19	Date of Assessment: 07/09/2021	
Assessed by (name): Clare Cosgrove Approved by (name): Noreen Dunn	Date of Review: October ½ term unless there is new information	

Ref No	Hazard	Who is at risk?	Control Measures	L	S/C	Risk Rating with controls in place
A. School Community						
A1	Unplanned visits	Visitors and staff in contact	<ul style="list-style-type: none"> No access past office reception, Hand washing and hand sanitiser available in office reception area. Communication of access arrangements to visitor 	2	2	4
A2	Planned visits	Visitors and staff in contact	<ul style="list-style-type: none"> Planned visitors only Visitors know timings and essential points in the day Visitors wear face covering in busy areas of the school or when directed by a member of staff. 	2	1	2
A3	Not everyone is aware of current guidelines/advice	School community	<ul style="list-style-type: none"> Latest information shared with parents via text message. Links to LA information and support on school website under Covid-19. 	2	1	2
B. Equipment, Facilities and Resources						
B1	Shared resources become a source of infection	All site users	<ul style="list-style-type: none"> Shared resources are regularly cleaned 	2	1	2
B2	Items used regularly by staff spread infection	All site users	<ul style="list-style-type: none"> Items several staff use are included in the 3x daily spot cleaning, for example microwave, kettle, and staff clean after use. 	2	1	2

B3	Light switches / exit buttons become source of infection	All site users	<ul style="list-style-type: none"> All touch points cleaned 3x per day 	2	1	2
B4	Infection is spread through poor ventilation	All site users	<ul style="list-style-type: none"> All ventilation equipment turned on Windows are open wherever possible 	1	1	1
B5	Inventory screen becomes an item that spreads infection	All site users	<ul style="list-style-type: none"> Hand sanitiser available to staff Screen to be cleaned 3x daily 	2	1	2
C. Cleaning and Hygiene						
C1	Infection spread due to incorrect cleaning	All site users	<ul style="list-style-type: none"> Correct chemicals used to clean school 3 x daily cleaning of all touch points i.e. door handles / toilet flushers / light switches Clear cleaning routine each day All surfaces cleaned with Selgiene + (agreed locked cupboards) All shared equipment sterilised / cleaned Additional cleaners during the school day. Toilets cleaned throughout the day Cleaning record sheets around school 	2	2	4
C2	Site users not following good hygiene practices	All site users	<ul style="list-style-type: none"> Site users must carry out good personal hygiene as per government guidance. To help prevent the spread of COVID-19, employees must: Wash your hands more often with soap and water for at least 20 seconds or use hand sanitiser gel/alcohol wipes if soap and water are not available. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Wash your hands when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food handle packages and equipment. Avoid touching your eyes, nose and mouth with unwashed hands. Teachers to communicate this through circle time, communicated to staff through emails Parents encouraged and asked to wear a facemask when coming into school. 	1	2	2
D. Different Times and Areas in the Day						

D1	Risk of Infection from Home Visits	Staff, Pupils, parents	<ul style="list-style-type: none"> • Essential home visits only ie Safeguarding reason • When visiting a home maintain 2m distance from door • Sanitise hands on return to school • Home visits to be completed by two members of staff 	1	2	2
E. Health and Wellbeing						
E1	Anyone with significant vulnerabilities coming into contact with the infection	All site users	<ul style="list-style-type: none"> • Follow government guidelines 	1	2	2
E2	Child displaying symptoms	The child, group and group staff	<ul style="list-style-type: none"> • Follow attached flowchart use family room to isolate child • Adult family member picks up from there • Staff member to remain socially distant unless contact is needed – staff must wear a mask. • If the child uses a toilet – the area will be cleaned immediately • Room then cleaned with Selgiene+ 	1	1	1
E3	Staff Wellbeing becomes a concern	Staff	<ul style="list-style-type: none"> • Employees' individual circumstances taken into consideration and reasonable adaptations to working patterns or conditions considered • SLT to monitor wellbeing and be available to staff • Risk assessment shared with all staff • Individual risk assessment as needed 	2	1	2
E4	Staff have asymptomatic Covid-19.	Staff/pupils	<ul style="list-style-type: none"> • All staff offered LFD test kits to carry out twice weekly at home • Positive results shared with school and all results reported to NHS. 	2	1	2

Infection information D1

3. Implementing protective measures in educational and childcare settings

1. If a child displays COVID symptoms they should be sent home from the setting by contacting parent/carer immediately

2. Isolate child with appropriate adult supervision until collection – PPE should be worn if social distancing cannot be maintained (care needs or age of child)

3. You should move children and staff from affected area to enable cleaning

COVID-19: cleaning of non-healthcare settings

4. If life at risk or injury call 999

5. Members of staff should wash their hands following contact with the child

[guidance on hand cleaning](#)

6. The child should isolate for 10 days and immediate household members do not need to isolate and advice should be given to access testing