

## COVID-19 Education Settings General Risk Assessment

The risk assessment considers a single hazard of COVID-19 and identifies the broad areas of infection control measures that must be considered to reduce the risk of transmission to staff, pupils and visitors. Persons completing this assessment must familiarise themselves with the [COVID-19 Compliance Code for All Educational Settings](#) and specific [relevant government guidance](#) documents before completion. The areas identified below are the main areas of risk. Settings will need to identify the specific controls measures that are relevant to their activity following the guidance.

<b>Setting/service being assessed:</b> Yaxham CE VA Primary School <b>Assessor name:</b> Jennie Müller	<b>Assessment date:</b> 30.1.22 <b>Review date:</b> 21.2.22
<b>Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved):</b> General RA for Yaxham Primary School	

Area of risk	Control measures in place	By whom	Date completed
Direct person to person transmission.	(Examples of controls will include: making checks ensure people are not symptomatic, staff cohorting, use of outdoor space where possible, online meetings and training or keeping staff groups to the smallest number possible, avoiding pinch points or areas of congestion through use and layout, and improving fresh air indoors, putting in place measures to separate ill people, use of face coverings on schools' transport where appropriate and using PPE when providing first aid).		
	<ul style="list-style-type: none"> <li>Communication with all families, visitors and staff requesting them not to attend if they have any of the 3 main symptoms and to obtain a PCR test</li> <li>Distance maintained with adults where possible, face masks may be worn where adults are concerned about the lack of space/ restrictions</li> <li>Minimise the number of adults on site. No large events.</li> <li>Continue with robust hygiene measures, regular handwashing, sanitizer stations etc.</li> <li>Continue with enhanced cleaning arrangements</li> </ul>	All community engage  Staff/parents   Teaching staff reinforcing. All staff cleaning throughout day. Cleaner.	Regular updates for parents based on changes in guidance, cases etc. Information also available on the website.
	Further measures which support risk reduction, but do not replace the requirements detailed in this assessment include encouraging participation in COVID-19 asymptomatic testing and vaccination programme.		
	<ul style="list-style-type: none"> <li>Staff have the opportunity to continue with LFT</li> <li>Community reminders of vaccination programmes through newsletter etc.</li> </ul>	Staff/parents	LFT testing continues to be available and increased with the numbers of cases.
Surface transmission, including equipment and resources	(Examples of controls include increased regular cleaning and disinfection of premises, equipment, vehicles, touch points etc., considering when equipment is shared between different users, provision of bins and tissues to encourage good respiratory hygiene, using different cleaning equipment for different areas, provision of hand hygiene stations, prompts to encourage hand hygiene, education and signage to encourage cleaning, hand and respiratory hygiene, emptying bins regularly)		
	Following Norfolk guidance: <ul style="list-style-type: none"> <li>Staff to consider what toys, games and sports equipment are easy to clean</li> <li>Put items away that cannot easily be cleaned/ disinfected.</li> <li>Avoid the use of soft toys and dressing up clothing as much as possible.</li> <li>Items which are visibly soiled cleaned and disinfected as soon as possible.</li> </ul>	All staff Cleaner	<ul style="list-style-type: none"> <li>Daily cleaning of items in regular use, touch point etc. Risk considered</li> </ul>

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	<ul style="list-style-type: none"> <li>Pupils encouraged to wash their hands before a change of activity.</li> </ul> <p>All regular contact surfaces cleaned and disinfected on a daily basis. Particular attention paid to water and sanitation facilities, hand rails, lunch and classroom tables, sports equipment, door and window handles, toys, teaching and learning aids, computers, phones, iPads etc.</p> <p><b>Curriculum Specific Activities</b></p> <ul style="list-style-type: none"> <li>, musical instruments, science and D&amp;T equipment disinfected when used</li> </ul> <p><b>Learning Equipment</b></p> <ul style="list-style-type: none"> <li>Computers and tablets etc. which are shared should be cleaned prior to use with a disinfectant wipe.</li> </ul> <p><b>Sports/PE equipment</b></p> <ul style="list-style-type: none"> <li>Hand held and frequently touched items disinfected before use including:</li> <li>Netballs, rackets, rugby balls, footballs (hand held at points of play), gym equipment, mats, climbing equipment.</li> </ul> <p><b>Staff shared workstations</b></p> <ul style="list-style-type: none"> <li>Shared workstations should be cleaned and disinfected by the user prior to use. Including: desk, keyboard, mouse and telephone.</li> </ul> <p><b>Play equipment and toys</b></p> <ul style="list-style-type: none"> <li>Shared toys and equipment cleaned and disinfected on a weekly basis</li> </ul> <p><b>Cleaning, disinfection and waste following a suspected case</b></p> <ul style="list-style-type: none"> <li>If a symptomatic person has visited the site additional cleaning will be instigated as soon as reasonably possible after the event to help reduce the possibility of spread. All surfaces that the person has come into contact will be cleaned using disposable cloths and a cleaning/disinfectant solution at a dilution of 1000 parts per million available chlorine including:</li> <li>All potentially contaminated high-contact areas such as toilet facilities, door handles, hand rails etc. in the areas they visited/used</li> <li>all surfaces and objects which are visibly contaminated with body fluids</li> <li>Where there are soft surfaces such as sofas and soft furnishings that are visibly contaminated or have been in high contact these will be steam cleaned.</li> <li>The equipment used should be disposable where possible</li> <li>If more stringent measures are required by Public Health England, they will contact the school to provide instructions.</li> <li>Any waste generated by additional cleaning will be put in a bin bag, tied, bagged again and tied and will be kept at the premises for 72 hours and then put into the normal waste.</li> </ul>		<p>with any shared resources.</p> <ul style="list-style-type: none"> <li>Regular cleaning of touch points</li> <li>Handwashing before and after using shared resources</li> <li>Additional cleaning following guidance should someone become symptomatic on site following guidance.</li> </ul>
Persons at increased risk from the virus and those with increased support needs	<p>(Examples of controls include identifying all persons at increased risk and undertaking individual risk assessments (Individual risk assessment templates available), reviewing support plans to ensure that they reflect individual needs for the activity)</p> <ul style="list-style-type: none"> <li>There currently no members of staff or pupils who fall into this category. Should this change individual risk assessments will be carried out.</li> </ul>	Headteacher	Ongoing
Staff and pupil mental health and well-being due to anxiety or increased pressure	<p>(Examples of controls include identifying sources of support and how you are signposting to and encouraging use of these as well as what management support you have put in place)</p> <ul style="list-style-type: none"> <li>Staff are supportive of each other. They also have access to well-being support such as Norfolk Support Line. Governors take opportunities to check on well being</li> <li>Support from TAs, including release time to ensure teaching/home learning is manageable. Staff encouraged to work from home when possible</li> <li>Staff have access to the range of support materials appropriate to children's age and stage. They will assess need when children return to school, adapting plans accordingly</li> </ul>	All staff	Ongoing

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	<ul style="list-style-type: none"> <li>Staff are always aware of children's well-being and will remain alert to any changes and monitor</li> </ul>		
Lack of awareness of the control measures and requirements (the need for information, instruction and training)	<p>(Examples include education of staff, pupils and visitors about symptoms and steps to take if they or others become ill, the use of posters or signage to provide reminders of rules and requirements, guidance documents, school bulletins, team meetings, ensuring everyone is aware that all measures must continue to be in place even if participating in COVID-19 testing and vaccine programme, instructions for visitors and service users)</p> <ul style="list-style-type: none"> <li>Staff are aware of the need for good hand hygiene.</li> <li>Signage and SOP remind staff of expectations</li> <li>Part of planning for all teachers, handwashing built into class routine that children will wash hands on arrival, before and after eating, when changing shoes, before and after using shared equipment and after coughing or sneezing</li> <li>Information for parents reminds of the need for routine handwashing and includes the arrival, departure points.</li> <li>Adults supervise youngest children washing their hands, regular input on good handwashing</li> </ul>	School Community	Ongoing, regular updates and reminders, increase if case numbers increase
Emergency arrangements and response to someone developing symptoms	<p>(Examples include compliance with COVID-19 First Aid Guidance, ensuring arrangements for actions to take if a person develops symptoms including third party premises and during long journeys, compliance with management of cases guidance)</p> <p>All staff, children and families are aware that they should not be in school if they feel unwell and should alert someone if they start to feel unwell during the school day.</p> <ul style="list-style-type: none"> <li>Anyone showing symptoms will be isolated in the intervention room as soon as possible. If this room is not available, they will be in a similar space away from others, avoiding any soft furnishings which are difficult to clean.</li> <li>Parents of children will be contacted immediately. If a member of staff becomes unwell next of kin will be contacted if they are too unwell to do this themselves. They should be collected as soon as possible.</li> <li>The room will be well ventilated. If the person sits toward the back of the room, staff will be able to monitor from the doorway and reassure without using PPE.</li> <li>PPE will be worn if staff need to be closer than 2 metres or need any form of physical contact to care for the person.</li> <li>PPE will be stored in the room to allow immediate access should it be necessary. This will be checked weekly by JM</li> <li>Any tissues used should be placed in a bin, the bin will be emptied when the room is cleaned.</li> <li>Once the person has left the room will not be used until it has been cleaned following the cleaning guidance. Any waste will also be disposed of following this guidance.</li> <li>At text will be sent to all members of the bubble:</li> </ul>	All Staff	<ul style="list-style-type: none"> <li>Staff and families have received guidance and regular reminders regarding symptoms.</li> <li>Systems in place to ensure isolation is possible</li> <li>PPE ready to access.</li> <li>All staff trained in use of PPE</li> <li>Waste disposed of appropriately</li> <li>Families informed once cases increase</li> </ul>