



COVID-19 Educational Settings Risk Assessment

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ASTLEY PRIMARY SCHOOL – RISK ASSESSMENT VERSION TWENTY-TWO 25.02.22



The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
20/07/2021	New RA in line with national guidance
05/11/2021	Updated RA following County and PH advice
05/01/2022	Updated RA in line with new DfE Operational Guidance
17/01 - 11/02/2022	Contingencies in place, in line with county advice
11/02/2022	Updated RA following national guidance and easing of contingencies
25/02/2022	Updated following new government guidance



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Setting/Premises:	Astley Primary School		
Location:	North Norfolk		
Assessment Date:	25-02-22	Last Review Date:	11-02-22
Assessment completed by:	Jen Goakes		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Key infection control measures

Cleaning and disinfection

	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. 	Yes		From 6-9-21
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	<ul style="list-style-type: none"> Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 			
	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 	Yes		From 6-9-21
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	Yes		From 6-9-21
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	Yes	All staff are up to date with relevant information.	From 6-9-21

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. 	Yes		From 6-9-21
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	<ul style="list-style-type: none"> • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 			
	Hand washing is carried out using running water (static bowls are not used)	Yes		From 6-9-21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes		From 6-9-21
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes		N/A
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. • The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. 	Yes		From 6-9-21



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	<ul style="list-style-type: none"> Hand sanitiser points are checked regularly and stock replenished where necessary. 			
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes		From 6-9-21
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes		From 6-9-21
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes		From 6-9-21
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Yes		From 6-9-21
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Yes		From 6-9-21

Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	Yes	Where possible and deemed necessary	From 6-9-21
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Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> • Mechanical ventilation has been checked to ensure it provides fresh air to rooms • Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. • Where fresh air provision is not adequate windows are also opened in these areas. • Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	Yes	New CO2 monitors delivered 11/11/21	From 6-9-21
	<ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) • Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. • Non fire doors are secured in the open position • Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	Yes	Doors and windows where possible, but within sensible limits and use of CO2 monitors will aid.	From 6-9-21
	<p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially • Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	Yes		From 6-9-21



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	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 			
Reassurance measures	<ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	Yes	New CO2 monitors delivered 11/11/21	From 6-9-21
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes		From 6-9-21
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes		From 6-9-21
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less Equipment, machinery that prevent air circulating have been relocated where possible Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). Fans are not used in poorly ventilated areas Advise has been sought from HSW for using these areas 	Yes		From 6-9-21



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PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	First Aid and close contact	From 6-9-21
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	Yes		From 6-9-21
All visits	<ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities ○ There is an appropriate level of insurance cover for the visit 	Yes		From 6-9-21



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	<ul style="list-style-type: none"> ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 			
Specific considerations	<ul style="list-style-type: none"> ● Additional factors needed for children (and staff) with SEND and medical conditions have been considered. ● There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Yes	As per outbreak management plan	From 6-9-21

Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Contingency plan updated 10-12-21	From 6-9-21
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Yes		From 6-9-21
	Windows are opened during journeys where it is safe to do so	Yes		From 6-9-21
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Yes		From 6-9-21
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		From 6-9-21
	<ul style="list-style-type: none"> ● Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so ● Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings ● Staff are encouraged to wear face coverings when using public transport. 	Yes		From 6-9-21

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes	Where possible and deemed necessary	From 6-9-21
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	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well-ventilated rooms with furniture spread out			
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • That you encourage participation in asymptomatic testing • Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. • To leave the setting immediately if they develop symptoms • Hand shaking should be avoided • 	Yes	<p>Yes – where possible</p> <p>Testing encouraged prior to visit, but not required</p> <p>Face coverings optional inside for visitors</p>	<p>From 6-9-21</p> <p>25/2/22</p>
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Yes	Yes	From 6-9-21
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Yes		From 6-9-21

Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	Yes	Norse guidelines	From 6-9-21
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	Yes		From 6-9-21



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Health, well-being and attendance

Asymptomatic testing

Autumn return	<ul style="list-style-type: none"> Staff are not advised to test twice weekly, in line with government guidance 21/2/22 	Yes		25-2-22
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Yes		From 6-9-21
Face Coverings	Staff are no longer advised to wear face coverings, but can if they choose to.		Note – this is a contingency which may be amended at any time following HT discretion.	25-2-22

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Yes		From 6-9-21
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Yes		From 6-9-21
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	Yes		From 6-9-21
Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's 	Yes		From 6-9-21

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		From 6-9-21
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes		From 6-9-21
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self-protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 	Yes		From 6-9-21



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	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		From 6-9-21
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Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Yes	PST to continue	From 6-9-21
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		From 6-9-21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		From 6-9-21
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes		From 6-9-21
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes	Communication as usual	From 6-9-21

Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	Yes		From 6-9-21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes		From 6-9-21



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Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> In line with updated Operational Guidance (Feb 22), there is no legal requirement to isolate, carry out daily testing or contact tracing. However, staff and pupils are advised to follow public health advice and isolate in the event of testing positive for 5 days, and two consecutive negative tests. There is no legal obligation, however, to do this. Pupils know what the main symptoms are and who to report to if they develop symptoms. Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	Yes		24-22-22
Self-isolation criteria	As above	Yes		24-2-22

Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. 	Yes		From 6-9-21
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	<ul style="list-style-type: none"> Where required the setting has added additional information that has been identified in this risk assessment. 	Yes		From 6-9-21
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Yes – NA		From 6-9-21
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.	Yes		From 6-9-21
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 	Yes		From 6-9-21



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	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		From 6-9-21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		From 6-9-21

Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Continued cohorting of staff • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	Yes	<p>Where possible / necessary</p> <p>Meetings are in person, due to nature and need.</p> <p>Parents in school are kept to smaller scale</p> <p>Re – introduced following contingencies</p>	11-2-22
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Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Yes	When needed	From 6-9-21
	<ul style="list-style-type: none"> • Information about ventilation requirements is provided to the user 	Yes		From 6-9-21



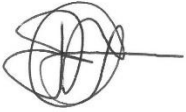
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	<ul style="list-style-type: none"> • The school and user have agreed and confirmed their responsibilities prior to use, • The hirer has confirmed that they are following COVID-19 control measures for their activities • The use of QR codes is encouraged where members of the public take part in the activity. 	Yes		From 6-9-21
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Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective • Working as planned • Updated appropriately (reflecting updates to the compliance code) 	Yes	SLT to ensure	From 6-9-21
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Assessor's Name: Jen Goakes	Manager's Name: Rob Martlew
Position: Headteacher	Position: CEO
Signature: 	Signature: 