**Risk Assessment completed by Charlie Walker**

**School Name: Redfield Edge Primary School Date of Risk Assessment: 1st September 2022**

**Description of Activity being risk assessed: - Version 15 Following Government downgrading of risk to ‘learning to live safely with Covid’**

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?**  **(as advised in LA guidance)** | **What further action is necessary?** | **Action**  **by whom** | **Action**  **by When** | **Action Completed** |
| 1. Spread of the virus within the school. | All staff pupils visitors to school | Hand sanitiser used on all pupils entering and leaving school. Staff ensure this takes place.  Supplies of masks, hand sanitizer, soap and paper towels available every day. Stocks are replenished daily by caretaker and support staff. Supplies are reordered on a regular basis so the school doesn’t run out. | None at this time | All staff | Ongoing | Ongoing |
| 2.Spread of the virus within the school. | All staff | Staff and visitors are not required to wear masks in school, but can do so if they wish. | None at this time | All staff | Ongoing | Ongoing |
| 3. Spread of the virus within the school. Pupil/Staff with Covid Symptoms | All pupils staff and visitors | **Covid Suspected Case** - If a pupil or staff member has symptoms of a respiratory infection, such as COVID-19, and a high temperature or does not feel well enough to go to work or carry out normal activities, they will be advised to try to stay at home and avoid contact with other people.  Symptoms of COVID-19, flu and common respiratory infections include:   * continuous cough * high temperature, fever or chills * loss of, or change in, your normal sense of taste or smell * shortness of breath * unexplained tiredness, lack of energy * muscle aches or pains that are not due to exercise * not wanting to eat or not feeling hungry * headache that is unusual or longer lasting than usual * sore throat, stuffy or runny nose * diarrhoea, feeling sick or being sick | School will continue to follow government guidelines | All staff | Ongoing | Ongoing |
| 4.Spread of the virus within the school. | All pupils staff and visitors | **School Hygiene**  Cleaning for school has schedule. Each classroom that is used would require all equipment to be cleaned, surfaces touched to be wiped clean including door handles, tables.  Regular stock checks of cleaning resources undertaken by caretaker.  Deep cleans happen in every school holiday.  Lunch break supervisors clean door handles, light switches, sinks and toilets at lunchtime daily. | None at this time | All staff | Ongoing | Ongoing |
| 5.Spread of the Virus | All Pupils | **Outbreak Handling**  Reducing the impact and spread of an outbreak. All staff to be aware of procedure for a suspected case and confirmed case.  Scenario flow chart from LA available in the Office and Staff room.  Outbreak management team: Head teacher, School Office, SLT | None at this time | SBM, HT/DHT | Ongoing | Complete |
| 6.Contamination through coughing and sneezing. | All pupils staff and visitors | Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.  Ensure tissues are available and covered bins for disposal. Posters are displayed (catch it Bin it Kill it)  Ensure tissues available in each classroom | None at this time | Office Staff | Weekly check | Ongoing |
| 7.Contamination through coughing and sneezing. | All pupils staff and visitors | Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands.  Parents of SEND/ Medical Needs children to be advised if they want to provide their own hand sanitiser/ soap to assist. | Reminder to Class teachers to talk with children around personal hand / respiratory hygiene. | Teachers | Weekly | Ongoing |
| 8.Contamination through coughing and sneezing. | All pupils staff and visitors | Opportunities available for pupils, students, staff and visitors to wash their hands:   * on arrival at school * after using the toilet * after breaks and sporting activities * before food preparation * before eating any food, including snacks * before leaving school * after sneezing/coughing.   This is particularly important if using public transport to get to school.  Hand sanitizing stations situated in each classroom and at entrances and exits to the building.  Signage makes stations clear and accessible for all.  Packs of tissues in each class replenished daily / as needed.  PPE available in each First Aid pack for each pod to enable first aid and intimate care. | Reminder to Class teachers to talk with children around personal hand / respiratory hygiene. | Teachers | Ongoing | Ongoing |
| 9.Use of hand sanitizers | All pupils staff and visitors | Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.  Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.  Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.  SDS will also help with potential reactions to the product. | None at this time | Office staff | ongoing | ongoing |
| 10.Potential contamination of buildings/equipment | School staff and cleaners | Cleaning staff have been made aware of the levels of cleaning required in each area and provided with PPE for each area.  Cleaning schedule updated  Steam cleaner equipment purchased to be used in deep clean and regularly weekly cleaning in toilet and washroom areas | Cleaning Checks | Caretaker, SBM | Weekly | Ongoing |
| 11.Potential contamination of buildings/equipment | All pupils staff and visitors | Hand washing facilities are available including Anti-bacterial hand gel.  These are to be used after:   * Handling waste including body fluid spills and hazardous medical waste. * Cleaning * After emptying bins * After using the bathroom. | Ensure that supplies are topped up daily at entrance and exit points from the school  PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste. | Caretaker/ Cleaning and Support Staff | Weekly | Ongoing |
| 12.Provision of First Aid | All pupils staff and visitors | First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.  Staff to wash hands after each pupil.  PPE used if a member of staff is supporting a child who is unwell / dealing with first aid – if social distancing cannot be adhered to.  All staff and designated first aiders aware of expectation regarding PPE. (One mask is used per day per PIP, gloves and apron are used for each incident)  Staff room washing machine used for PIP and cleaning staff’s uniform.  Staff to wash hands before and after administering first aid. | No further actions required | All staff | Ongoing | Ongoing |
| 13.Administering medication | Trained staff | Staff should wash hands after dealing with pupil and complete any accident forms as usual.  As much as possible reduce the amount of medication you agree to administer. | No further actions at this time |  | Ongoing | Ongoing |
| 14.Dealing with unwell children. | Office staff | Children will be assessed in the usual way for illness and sent home if necessary. | No further actions at this time | Office Staff | Ongoing | Ongoing |
| 15.Higher Risk Individuals | BAME and Equality 2010 Act | Equality policy in place | Consult Government website for updates on guidance | HT, Office Staff | Ongoing | Ongoing |