



**March 2021 COVID RE-OPENING Risk Assessment – EYFS, YrR, YrI, Yr2, Yr3, Yr4, Yr5, Yr6, Yr7 & Yr8**

<b>Location / Site</b>	Insert location and site where activity taking place
WEST HILL PARK SCHOOL – PO14 4BS - SITE OPENING Update 06/03/21 All updates as detailed at the foot of this document.	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Re-Opening – EYFS, YrR, YrI, through to Year 8	
<b>Assessment date</b>	Insert date when assessment is being carried out
14/5/2020 – to be updated regularly as an on-going and fluid document 16/06/20 Updated to include extended year groups <b>See all continuing updates at foot of document</b>	
<b>Attached assessments</b>	
To be read in conjunction with Risk Assessments for EYFS, Sport , Riding School	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.



## WEST HILL PARK SCHOOL CV-19 HEALTH & SAFETY RISK ASSESSMENT

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include the consideration of the pupils' mental health and wellbeing.

This Risk Assessment is and will remain a 'live' document. Many references within this document remain in place since the RA was first produced for a return to school in June 2020. Additional and up-to-date information for re-opening on Monday 8<sup>th</sup> March will be included within the main body of the RA (as an update), or separately as an additional identified risk with appropriate control measures that have been introduced as a result of Government Guidance received by the school.

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>A. Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space if space to do so– store in pavilion</li> <li>2. Children keep to their table areas when in the room</li> <li>3. Social distancing charter created for and with the children – (Include instructions on how to line up, use of toilet, moving around the classroom etc)</li> <li>4. Charter re-visited and modelled many times a day and linked to school rewards – lots of praise for adherence and tailored sanctions for non-compliant. Children isolated if cannot adhere to charter and spoken to re the need for social distancing</li> <li>5. Feedback – using large whiteboard, visualiser and interactive whiteboard, not close interaction</li> <li>6. Mark out an area for the teacher – 2m distancing at front of room</li> <li>7. Children to use same desk area if returning for their next day</li> <li>8. Teacher, and TA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)</li> <li>9. Children stay together in the classroom and when outside, and not to mix with other groups Items brought in from home should be kept to a minimum and managed by the teacher. Coats to go on the back of their chair, lunchboxes under the table, water bottles on the table.</li> <li>10. Children bring own pencil case with own equipment and these stay on table spaces (teachers can give children pencils on their first days – these go into their pencil cases)</li> <li>11. Pupils in Years 7 &amp; 8 to wear masks where a 2m distance cannot be maintained</li> <li>12. All staff and pupils in Years 7&amp;8 to undertake LFT on regular basis - separate RA at the foot of this document in place for LFT procedures.</li> </ol>			
Reviewed *(5)06/03/21			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>B. Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Alternate sinks closed and marked off with tape to promote social distancing. Allocated toilets to facilitate cleaning schedule. All others not to be used ie Boarding. Designated toilets are:</p> <p>* EYFS - EYFS, Staff, Reception, Year 1 staff,          *YR1 – Yr1 Boys and Girls, Yr1 staff use EYFS staff          *YR2 – Senior Girls split into boys and girls, Staff use main school          *YR3 - Yellow corridor, Senior boys for the Girls, Junior boys for the boys girls, Staff use main school          *YR4 – Yellow Corridor          *YR5- Jubilee Hall          *YR6 – Jubilee Hall, Staff use Main School          *YR7- Music school toilets and Visitors toilets and Staff use Main School          *YR8 – Visitors’ Toilets in main building. Staff to use Jubilee disabled toilet          *Staff to use main school first floor toilets in front of the Boarding Den (ladies) and girls boarding wing for the Mens</p> <p>2. Only one pupil in the toilet at any given time. Waiting marks on floor outside toilet.          3. Hand gel used after toilet use as well as washing hands          4. Extra Signs in toilet re washing hands          5. Wedges for the toilet external doors ie yellow corridor but not fire doors.          6. Extra soap ordered to ensure we do not run out          7. Adult with the child to the toilet/certain timings for the whole class to be offered to go with an adult and then strict 2m queuing system (1 in and 1 out).          8. Hand gel used after toilet, adult can supervise this.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>C. Lack of social distancing waiting to enter classroom in morning and at pick up times</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Separate drop off/ pick up points for all year groups.			



<p>*Years 5 - 8 drop off outside main building *Years 1 - 4 drop off outside Library *EYFS , drop off EYFS playground gate.</p>	
2. Parents to stay in their cars	
3. Parents instructed to drop children and go – not allowed to stay and chat.	
4. Parents asked to keep 2 metres away from staff when dropping children at the door/gate ( EYFS)	
5. No parents will be allowed in the classrooms or inner courtyard	
6. Instructions shared re-social distancing between families in the morning with parents and children.	
7. Where necessary, one way and 2 metre rule signage for parents and children displayed outside the classrooms and around the external parts of the school building. Hazard tape defined routes to facilitate segregation.	
8. Rota for staff to be on duty to supervise every morning.	
9. Pick up: Teachers will ensure that all children are ready and prepared to go home 5 minutes before their pick up slot begins.	
10. Pick up at 4.30 and 5.30pm for pupils in Years 1 - 8 (after pre-prep ASC)	
11. Pick up: Teachers to release children as parents arrive. Parents to queue at 2 metre intervals whilst waiting for their children.	

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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**D. Lack of social distancing during playtimes breaks and lunchtimes** resulting in direct transmission of the virus

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Separate play areas in the first instance. Early Years, Reception and Year 1 to co-ordinate use of the north woods, playing fields and EYFS playground/open space facility. Remaining Year groups will work on a rotation of play spaces as drawn up by SLT.
2. Safety awareness and consideration should be given when planning breaks and activities to allow the fields to be mowed safely by Martin Bundy
3. Limited playtime equipment. Equipment used (ie x1 football) will remain attached to that Bubble. Playtime equipment to be sanitised by staff before use.
4. Games discussed which encourage social distancing – eg football passing, athletics, tennis and cricket nets. Staff to clean equipment after use ( see "Sport RA" ).
5. Staff supervision throughout – actively encouraging, where possible, social distancing between the children
6. Children practice being apart – modelled by staff

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>E. Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Children eat in separate sittings (Nursery - Y2) (Y3 - Y5) and Y6 - Y8). Use of Jubilee Hall along with Dining Room</div> <div>2. Children to remain at their desk areas inside until their outside slot time.</div> <div>3. Staff to organise wipe down of desks prior to start of lunch and at the end</div> <div>4. *(7) 3-11-20 Kitchen staff to wear masks and/or visors when preparing and serving food</div> <div>5. *(7) 3-11-20All staff to wear masks in dining hall and to socially distance when eating</div> <div>6. *(9) 18-11-20 additional cleaning of backs of chairs in between settings (H&amp;SCM 4-11-20)</div> <div>7. *(9) 18-11-20Utilise Jubilee hall as well as dining hall to split and spread out Year Groups (H&amp;SCM 4-11-20)</div> <div>8. *(9) 18-11-20New floor stickers introduced to maintain distancing when queuing and serving food (H&amp;SCM 4-11-20)</div> <div>9. *(9) 18-11-20Senior children to wear face masks at canteen and in dining hall (H&amp;SCM 4-11-20)</div>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>F. Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. One child going to the toilet at one time.</div> <div>2. Keep corridors clear</div> <div>3. One boy / girl at a time allowed to leave the classroom for the toilet.</div> <div>4. When moving class around the school – encourage a reasonable distance between the children with one adult at the back reminding to keep a gap between each other – regular practise of this will be needed in the first few days.</div> <div>5. *(7) 03-11-20 Additional one way system established as per NR’s email of 02/11</div>			



6. 06.03.2021 – Further one way system introduced for access from Jubilee Hall Corridor to New Block.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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**G. Contact of shared resources** resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Children asked to bring in own pencil case (or have packs of stationary labelled with their name on)
2. Small resources will be allocated per pupil but kept to a bare minimum due to the unrealistic nature of cleaning such items. (EG scissors, school colouring pencils). Any items used will be cleaned after use.
3. Tables, door handles and other high contact surfaces cleaned every day by the Housekeeping team and throughout the day by the classroom staff.  
Resources washed sterilised each night using “Milton Fluid” and left to dry if not same person using them the next day
4. External door key pads and FastVein cleaned by NC and the Housekeeping team.
5. All adults to use hand gel / wash hands after touching key pads.
6. Photo-copier touch screen must be wiped before and after use. ( do not spray as this affects the copier)
7. Phones and computers must not be shared.
8. Lessons planned so resources are individual and not shared – or on the interactive white board.
9. Resources on tables ready for lesson and not distributed within the lesson where appropriate.
10. Children encouraged to wash hands regularly throughout the day.
11. Playtime ball will be kept for that Bubble.
12. Play areas will be split and zoned for each Bubble of children.
13. Staff to have their own sets of equipment – eg pens and pencils

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>H. Emotional distress of the children – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Small numbers of children to support their emotional need.</li> <li>2. Year R and I to be in their familiar settings / classrooms to minimise the emotional upheaval.</li> <li>3. Staff provision available for children who are distressed.</li> <li>4. Teachers to have the flexibility to build in proactive time for the children to talk with each other and adults when they return.</li> <li>5. Teachers to ensure emotionally safe classrooms are the initial priority as the Bubbles settle in.</li> <li>6. 2 metre social distancing LS provision available for children who are distressed</li> <li>7. Parent communication to warn parents to spend some time discussing how school will be different when they return.</li> <li>8. Thrive curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load . Revised Video planned to initiate this.</li> <li>9. Updates and advice for parents to continue to be communicated via the Headmaster.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>I. Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – staff meetings held with options for staff to ask questions of the leadership and how the school might be made safe for their and the children's return.</li> <li>2. Risk assessment, School Reopening Plan and Parent Communications all shared with all staff.</li> <li>3. Sharing of support helplines – available via the Staff Liaison Officer (Jon Adam)</li> <li>4. Shared Staff Well-being ideas via weekly Staff Communications.</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with.</li> <li>6. Risk assessments reviewed.</li> <li>7. Separate risk assessment for the front office area and office staff</li> <li>8. *(4) 16-06-20 Where possible and with social distancing rules adhered to, staff to help each other prepare classrooms and areas for the school opening on 21st June 202 and 8th March 2021.</li> </ol>			

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>J. Risk of spreading virus due to close contact with children – 1:1 resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Masks used if needed – N95 grade and instructions from PHE re cleaning</li> <li>2. Disposable aprons available</li> <li>3. Gloves available</li> </ol>			





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4. Visors are in stock if needed dependent upon PHE advice  5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way children or staff are put at risk  6. Please note the Government guidance currently states "Wearing face coverings or face masks is not recommended" in school settings.			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
K. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<div>1. Hand gel dispenser for all classrooms</div> <div>2. Extra soap ordered</div> <div>3. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</div> <div>4. Washing hands posters in all washing areas</div> <div>5. Reminders how to wash hands properly – teachers will actively teach children about this using online videos and posters</div> <div>6. Procedure agreed for children to wash hands to ensure thorough hand washing. Eg Happy Birthday to be sung while washing hands.</div> <div>7. All adults to ensure they wash their hands regularly and to use hand gel dispensers.</div> <div>8. All internal doors will be kept open. External door management will still keep to safeguarding procedures regarding risk elements. EG External courtyard doors of the school MUST be closed once drop off has finished.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>L. Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day</li> <li>2. A daily deep clean approach to all hard surfaces and chairs will be adopted by the Housekeeping team.</li> <li>3. PPE will be worn by all cleaning staff</li> <li>4. Resources will remain linked with specific Bubbles.</li> <li>5. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>6. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>7. Unnecessary items will be removed from the classrooms and stored in shared and designated areas (Guidance to come from SLT)</li> <li>8. Thorough cleaning of all classrooms across the school before re-opening</li> <li>9. Teachers are to carry out frequent cleaning of high contact points within their classroom spaces throughout the day</li> <li>10. Milton fluid” buckets are available for sterilising frequent touch hard surface item</li> <li>11. *(7) 3/11/20 Fogging sanitising machine purchased to facilitate rapid sanitising of work spaces. Use to facilitate routine cleanliness and as a response to a positive case</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>M. If a member of staff/child displays symptoms associated with Covid-19</b>			



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<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Parents will be contacted and asked to collect their child.</li> <li>2. The child will be held in isolation until that time and PPE equipment to be used by the carer and child depending on symptoms.</li> <li>3. Parents of children within that bubble will be notified that a child has been sent home with symptoms and will also be notified of the outcome of the test.</li> <li>4. Government guidelines will need to be followed if a positive test result is confirmed with regards to the bubble self-isolating etc.</li> <li>5. Inform Estates Manager and Housekeeping team to initiate a deep clean process.</li> <li>6. In the event of a positive test, all affected persons will be informed and the latest Government guidelines will be followed.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>N. Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>7. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home.</li> <li>8. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>9. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>10. Those living with those that are clinically extremely vulnerable cannot attend school and work with children or adults and should remain working from home.</li> <li>11. Staff and pupils are allowed to wear PPE when in school if they wish</li> <li>12. Issuing of all relevant risk assessments to staff concerning returning to work. Staff feedback will be considered.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	



HIGH	MEDIUM	LOW	NEGLIGIBLE
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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>O. Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Children who are clinically extremely vulnerable – those being shielded should not attend school</li> <li>Children living with someone who is clinically extremely vulnerable should not attend school</li> <li>Children who are clinically vulnerable: parents should seek medical advice concerning the children returning to school – we would suggest that they do not come to school</li> <li>Children living with someone who is clinically vulnerable can attend school – parents will be given the choice and supported either way</li> </ol>			

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>P. Risk to office staff who work in confined spaces and areas</b> through direct and indirect transmission of the virus (Including SLT offices)			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>The office team will not be part of any Bubble.</li> <li>Only one person to work in the school admin office at any one time.</li> </ol>			



3. Only one front desk person to work in this area at any one time.
4. A temporary screen will be installed at the front desk.
5. Parents informed that they are not allowed in the school reception area. (The entrance is not conducive to parents being able to adhere to social distancing guidance as set out by the government)
6. Medical Application or First Aid: Office staff to have access to face masks, gloves, aprons when managing children for these events.
7. SLT Offices to have one person working in them at once.
8. SLT meetings to be held with 2 metre social distancing adhered to
9. Photocopying facilities throughout the school must be used with 2 meter social distancing adhered to and touch screens wiped down on each occasion ( do not spray as this adversely affects the copier).
10. \*10 (30-11-20) Email from CAW to all staff. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:
  - opening high level windows in preference to low level to reduce draughts
  - increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
  - providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](#)
  - rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Q. Risk to all staff when accessing the staff rooms</b> through direct and indirect transmission of the virus (Including SLT offices)	



<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. One in and one out policy when staff accessing staff rooms. ( currently out of use until further notice)</li> <li>2. Staff encouraged to bring their own drink bottles and take them home every night.</li> <li>3. Staff using school cups and cutlery <b>MUST</b> wash them up themselves – the dishwasher can be used.</li> <li>4. Before and after using any kitchen equipment (eg kettle, water dispenser, microwave) staff must spray and wipe handles/parts touched.</li> <li>5. Staff encouraged to take breaks on their own outside or if with other staff members at a minimum 2 metre distance.</li> <li>6. *(4) 16-6 Tea and coffee provision is provided and served by the kitchen staff in the dining hall</li> <li>7. * (9) 18-11 The Staff Room will be marked out to enable staff to work socially distanced.(H&amp;SCM 4-11-20)</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>R. Risk to teachers and support staff when administering general first aid through direct and indirect transmission of the virus (Including SLT offices)</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Any staff administering first aid to children must assess the situation from 2 metres away.</li> <li>2. If staff are required to approach closer to administer first aid, staff must wear gloves as a minimum.</li> <li>3. Gloves must be thrown away carefully after each first aid event.</li> <li>4. First Aid will be provided as a mobile service where the named person will come to the person requiring attention. Do not send a child to the surgery.</li> </ol>			



5. A basic first aid kit will be made available for each Year group bubble to enable minor injuries to be dealt with by the teacher without the need to call Ben Alway (BA). This is to reduce the number of times BA is required to enter different bubbles.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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### **S. Emotional distress of the staff – including anxiety**

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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9. Inclusion in risk assessment process – staff meetings held with options for staff to ask questions of the leadership and how the school might be made safe for their and the children's return.
10. Risk assessment, School Reopening Plan and Parent Communications all shared with all staff.
11. Sharing of support helplines – available via the Staff Liaison Officer (Jon Adam)
12. Shared Staff Well-being ideas via weekly Staff Communications.
13. At least one SLT member of staff on site every day for staff to share concerns with.
14. Risk assessments reviewed.
15. Separate risk assessment for the front office area and office staff
16. \* (4) 16/6 Where possible and with social distancing rules adhered to, staff to help each other prepare classrooms and areas for the school opening on 21st June 2020.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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### **T. Off-Site Trips Risk of spreading virus due to close contact with Pupils and public facilities – resulting in direct transmission of the virus**



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<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Main school Yr1 and above ensure appropriate staff/pupil ratios currently 1:5 (Rule of six)</p> <p>2. *(6) 22-09-20 EYFS 5.4 Use of private and public outdoor spaces          Settings should maximise use of private outdoor space.          Settings can take groups of children on trips to outdoor public places and do not need to be limited to 6 people, provided:          it is for the purpose of education or childcare          they remain within the EYFS staff child ratios          they conduct a risk assessment in advance          the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible          good hygiene is maintained throughout          thorough hand washing happens before and after the trip</p> <p>3 Conduct a risk assessment in advance          the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible          good hygiene is maintained throughout          thorough hand washing happens before and after the trip</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p><b>U. Risk to all staff</b> transmission of the virus (Including SLT offices)</p> <p>Additional Measures</p>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Contractors to wear masks and or visors at all times when entering the premises</li> <li>All staff to avoid gathering in groups and avoid close contact - eg no hugging</li> <li>4-1-21 All returning staff to wear masks and/or visors</li> <li>EYFS to operate within latest COVID-19 guidelines</li> <li>Critical Worker Children to be separated into classrooms based on age groups</li> <li>4-1-21 Introduction of Lateral Flow Testing to all staff and children aged 11 and above.</li> </ol>			





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7. LFT station set up in the Sports hall to facilitate maximum social distancing. Thorough cleaning and separation of waste implemented. All administering staff to wear full PPE as supplied recommended.
8. All administering staff to have undergone on-line training and practical processes agreed prior to commencing LFT
9. All areas occupied by staff and pupils are cleaned by Housekeeping followed by virucidal fogging of each area every evening
10. 27-1-21 Introduction of twice weekly Lateral Flow testing to all staff and children aged 11 and above
11. 05-03-21 Introduction of additional asymptomatic testing RA as seen below. Year 7 and 8 children tested on 07-03-21 and will be tested 3 times within their first 10 days back to school before moving to home testing. The Testing team will use these three initial tests to guide the pupils on how to test themselves (13)
12. Yr 7 and 8 pupils will now be required to wear masks during their lessons and when moving around the school (13)
13. Staff are now required to wear masks at all times with the option of a visor as well. The latest guidance confirms that wearing just a visor with no mask is no longer acceptable. (13)

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

### COVID-19 RAPID TESTING – January 2021

Risk Assessment carried out by	N. Curtis/C. Ward
Date	1 January 2021 - Reviewed March 2021
Description of Process	General and clinical activities on the <b>asymptomatic testing</b> site at West Hill Park School
Activities involved	Testing Pupils and Staff

### Lateral Flow Testing Arrangements Risk Assessment

This Risk Assessment has due regard to the relevant guidance, including, but not limited to, the following:

- DfE (2020) 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges
- DfE (2020) 'Schools and Childcare settings: return in January 2021'
- DfE (2020): 'Guidance for full opening: Schools'



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No	Hazards	Associated Risks	Control Measures	Risk Evaluation	Additional Controls needed?	Notes
I	Contact between people increasing risk of transmission of COVID-19	Transmission of the virus leading to ill health	<ul style="list-style-type: none"> <li>Staff and parents have been advised in advance not to attend if they have any symptoms of COVID-19, or live with anyone who is showing symptoms of COVID-19 (including a high temperature and / or new or persistent cough).</li> <li>All adults on site must wear face coverings at all times.</li> <li>Everyone - adults and pupils - must use the hand sanitiser on arrival</li> <li>Two metre social distancing is to be maintained between all people.</li> <li>A one-way system is in operation across the site and testing area</li> <li>Cleaning: Regular cleaning after each session by dedicated cleaner, and wipe down of touch points in accordance with PHE guidance.</li> <li>Limited physical handling of documents: Staff to wear gloves. Disposable pens after each use.</li> </ul>	Moderate	Team Leader and COVID-19 coordinator to remain vigilant throughout process and add any additional control measures	



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2	Contact between those being tested and staff, increasing the risk of transmission of COVID-19	Transmission of the virus leading to ill-health	<ul style="list-style-type: none"> <li>• All staff to wear the correct PPE equipment, as advised by the Government, for the role they are undertaking</li> <li>• All testing team will be trained and coordinator and team leader will ensure that they are aware of safety requirements.</li> <li>• Staff handling samples to change gloves after each test and after cleaning down their work area after each test</li> <li>• Aprons to be changed after each session</li> <li>• Distance to be adhered to between staff and those being tested</li> <li>• Testing room to have adequate air flow (The doors in the Sports Hall will be open at all times)</li> <li>• Desks and chairs will be a minimum of 2 metres apart</li> <li>• Demarcated area to establish clear division between swabbing and processing area</li> <li>• Hand washing stations will be provided to enable staff to regularly sanitise (although wearing gloves too)</li> <li>• Testing room will be cleaned in between each session. Tables wiped down after each sample.</li> </ul>	Moderate	<p>Team Leader and COVID-19 coordinator to remain vigilant throughout process and add any additional control measures</p> <p>Staff advised they can raise concerns at any time, which will be addressed and appropriate action taken</p>	
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3	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>Parent / staff member to complete registration form and will be given a unique code (school registration number for pupils) which will be cross-checked</li> <li>Unique code to be added to registration / consent form, and label onto the test device</li> </ul>	Moderate	Processor and Results Coordinator, alongside team leader to check the process works throughout and make any amendments as necessary	
4	<p>Extraction solution which comes with the lab test kit contains the following components:</p> <p>NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate), NAH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards associated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure	<ul style="list-style-type: none"> <li>PPE: Gloves to be worn at all times when handling the extraction solution (changed after each analysis); safety glasses with side shields which are tested and approved to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages</li> <li>The Sports Hall does not have any exposed drains</li> <li>To avoid spillages, surfaces will be wiped if the liquid is spilt on it.</li> <li>The processor will check that the solution has not expired</li> <li>Training is provided for all staff involved</li> </ul>	Mild		



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5	Unauthorised access by members of the public	Safeguarding and Security concerns	<ul style="list-style-type: none"><li>• Children accompanied by a parent or staff member at all times</li><li>• Staff outside on registration duties</li></ul>	Mild		
6	Uneven surfaces	Danger of slipping, and risk to analysing the sample	<ul style="list-style-type: none"><li>• The Sports Hall has been chosen with a smooth floor</li></ul>	Mild		
7	Inclement Weather	Risk of exposure to very cold conditions whilst waiting	<ul style="list-style-type: none"><li>• Year groups coming in on rotation to avoid excessive queues.</li><li>• In the event of extreme weather, people will be advised to bring very warm clothing.</li></ul>	Mild		
8	Person being tested being unwell		<ul style="list-style-type: none"><li>• Medical staff on hand</li><li>• Test Assistants have been trained</li><li>• Children will have a parent present</li><li>• If someone vomits, the test area will be evacuated and cleaned according to Government Guidance</li></ul>	Mild		



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9	Mental Health and Wellbeing		<ul style="list-style-type: none"> <li>The Testing Team are aware that some pupils or staff being tested may feel anxious about the process or getting the result.</li> <li>Information about the test and process is provided at the Registration desk and the person tested will be supported by the Test Assistant, who will provide reassurance and further information and guidance.</li> </ul>	Mild			
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This Risk Assessment operates in conjunction with the following documents:

- COVID-19 Risk Assessment
- Administering Medication Policy
- Child Protection and Safeguarding Policy
- Privacy Notice in relation to the testing : this has been shared with staff and parents

Participation in the testing programme is voluntary and tests will only be conducted on staff and pupils for whom consent has been given. Consent forms will ensure that such consent has been given, and the information provided has been understood.

Testing will be conducted on asymptomatic people only; testing will not be conducted on symptomatic individuals as the test may give a false negative result. Anyone with symptoms of COVID-19 should not come into school and must obtain a PCR test as soon as possible, and isolate as per Government guidance.

Testing will not be conducted on individuals who have had a positive coronavirus polymerase chain reaction (PCR) test within the prior 90 days as the test may give a false positive result.

Staff will administer self-tests with supervision from trained personnel. A parent will administer a home test on a child. Staff and children will be supported during the testing process and reassured where they have any concerns.



<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	
<p>If all of these measures are adhered to by all staff members, the risk of direct or indirect transmission is likely to be low. This risk assessment is based on advice and guidance available at the time of creating this document. This risk assessment will be constantly reviewed, every week as a minimum and prior to the potential opening of schools. NC</p>			

Name of assessor	Signature of assessor	Date
<b>1.Neil Curtis</b> <b>2.Neil Curtis</b> <b>3.Neil Curtis</b> <b>4.Neil Curtis</b> <b>5.Neil Curtis</b> <b>6.Neil Curtis/Sarah Hall</b> <b>7.Neil Curtis/CAW/Staff Meeting#</b> <b>8. H&amp;SCM review</b> <b>9.Neil Curtis ( H&amp;SCM output)</b> <b>10 Neil Curtis</b> Email from CAW to all staff <b>11 Neil Curtis/ LFT Team</b> <b>12 Neil Curtis/ LFT Team</b> <b>13 Neil Curtis / CAW</b>	Electronic Signature	<b>1)18.05.2020</b> <b>2)22.05.2020</b> <b>3)02.06.2020</b> <b>4)16.06.2020</b> <b>5)23.06.2020</b> <b>6)22.09.2020</b> <b>7)03.11.2020</b> <b>8)04.11.2020</b> <b>9)18.11.2020</b> <b>10) 30.11.20 ( section P)</b> <b>11)4.1.21 (Section U)</b> <b>12) 27.1.21</b> <b>13)05.01.21</b>  <b>14) 06.03.21</b>

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate
<p>Any staff not adhering to these measures will be unwillingly putting other staff and children at increased risk of direct or indirect transmission of COVID-19.</p> <p>If any staff members are concerned about any part of this on- going and fluid risk assessment, please see Neil Curtis (Estates Manager) immediately.</p>	

Name of manager	Signature of manager	Date
<b>Christopher Ward</b>	<b>C Ward</b>	<b>06.03.2021</b>



<b>Risk assessment reviews</b>	

Set future review dates & sign/comment upon completion

1. May 18<sup>th</sup> 2020
2. May 22nd 2020 - None required
3. June 2<sup>nd</sup> 2020 – None require
4. June 16<sup>th</sup> 2020 – Pre-whole day school opening
5. June 23rd 2020 - Non required
6. September 22nd 2020 -Section T -EYFS guideline updated NC/SH
7. November 3rd 2020 – Update
8. November 4th 2020- H&SCM reviewed
9. November 18th 2020 -H&SCM outputs updated
10. November 30th 2020 - Email from CAW to all staff
- 11 January 4th 2021 - LFT introduced
- 12 January 27th 2021 - Twice weekly testing to commence
- 13 March 5th 2021 - Return to school as from 08-03-21  
YR7 and 8 LF Tested on the 7th March 2021. Updated asymptomatic RA

**Neil Curtis**  
**Estates Manager**