

SANDHURST PRIMARY SCHOOL			Risk Assessment No:	1A September 2021	
Topic:	SCHOOL REOPENING – SEPTEMBER 2021 Post Step 4 (from 19th July 2021)		People at Risk:	Staff, Pupils, Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Alison Legemah/ Jackie Bates	Date:	6 <sup>th</sup> September 2021	Date of Review:	Ongoing – updated as per Government / PHE Guidance

### **KEY CHANGES IN CONTROL MEASURES AND MITIGATION – SEPTEMBER 2021**

No requirement to keep pupils in consistent groups/ bubbles

No requirement for some adults & pupils under 18 years and 6 months to self-isolate if identified as a close contact of a positive COVID 19 case. (Appendix 1) but advised to take a PCR test.

School based contact tracing ceased 19<sup>th</sup> July 2021 – now undertaken by NHS Track & Trace

Face coverings are no longer advised for pupils, staff and visitors; either in classrooms or in communal areas.

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<b>Contracting Corona Virus</b> <b>How:</b> Pupils and staff being exposed to the virus due to lack of social distancing from others / coming into contact with the virus from touching an infected surface lack of fresh air and adequate ventilation. Increase in positive cases from a group.	<ul style="list-style-type: none"> <li>Vaccination programme underway for all those over 17 years old.</li> <li>Classroom cleaning regime in place and all classrooms equipped with cleaning equipment.</li> <li>Hand washing / sanitising regime for pupils on arrival and various time during the day.</li> <li>Pupils encouraged by staff not to touch their faces by school staff and awareness sessions (age appropriate).</li> <li>Respiratory hygiene arrangements in place. Pupils reminded of “catch it – bin it -kill it“ approach.</li> <li>Adequate amounts of cleaning products / tissues available in classrooms and key</li> </ul>		<ul style="list-style-type: none"> <li>COVID 19 – OUTBREAK MANAGEMENT PLAN IN PLACE will be put in place if deemed an outbreak by PHE</li> <li>(see separate plan)</li> </ul>	SEPT '21 All staff	

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	<p>areas.</p> <ul style="list-style-type: none"> <li>• Staff encouraged to engage in the lateral flow testing regime – twice weekly.</li> <li>• Staff encouraged to test prior to starting back at school in autumn term.</li> <li>• The school will maintain a revised drop off pick up/pick up procedure, which will be reviewed by the end of the first half term.</li> <li>• All new guidelines sent to parents / carers by the school about the new school Covid 19 arrangements in Head Teacher 'back to school' information.</li> <li>• Staff encouraged to wear face coverings in enclosed and crowded spaces where they may meet people they don't normally meet.</li> <li>• Staff may choose to wear face coverings at the own discretion</li> <li>• Classes and groups to be kept as consistent as is possible until review 30<sup>th</sup> September 2021. – lunch times and break times staggered and consistent</li> <li>• School assemblies in lower and upper school phases and kept to 15 minutes.</li> <li>• Only parents / carers from children from the same class permitted on site to attend taster days together.</li> <li>• Only authorised visitors permitted on school site.</li> <li>• All staff / visitors / contractors/ therapists</li> </ul>				

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	<p>/ tutors etc advised by signage displayed at gates and building entrances that they should not come on site if they or any members of their household are displaying symptoms of the virus.</p> <ul style="list-style-type: none"> <li>• Where possible windows / doors are open (in line with other H&amp;S regulations) to maximise ventilation.</li> <li>• All air conditioning units serviced and maintained.</li> <li>• Desk and ceiling fans to be used as long as the rooms are well ventilated.</li> </ul>				
<p><b>Contracting Corona Virus</b> <b>How:</b> Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors and delivery persons (packages)</p>	<ul style="list-style-type: none"> <li>• Risk assessments will be undertaken for all contractors attending site.</li> <li>• Delivery drivers not permitted to enter the main school building and large items should be left in the glass link area. When possible, a member of office staff will collect smaller packages from the playground</li> <li>• PPE / sanitiser available for staff to use if required; stocks kept within the Covid cupboard.</li> </ul>			SEPT '21 Office team	
<p><b>Communication</b> <b>How:</b> Parents / carers not aware of any new advice from the Government about</p>	<ul style="list-style-type: none"> <li>• School to regularly update parents / carers about the measures that they are taking, how they can help with Covid 19 management and any new advice / guidance / instructions from the</li> </ul>		School to update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government (as soon as is possible)	Ongoing HT	

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
schools / virus. Parents / carers not aware of any reported cases in the school.	Government / PHE and London Borough of Lewisham. <ul style="list-style-type: none"> <li>NHS Test and Trace will inform any parents / carers if their child has been a contact of a positive case and whether they need to self-isolate.</li> <li>Current Covid Risk assessment available to view on the website</li> </ul>				
<b>School Premises</b> <b>How:</b> School not safe to reopen. Building checks not undertaken, Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.	<ul style="list-style-type: none"> <li>All visual fire / water / gas / electric / lift checks undertaken by premises staff during summer break.</li> <li>Full site inspection undertaken by Premises officer / SLT before re-opening</li> <li>All water outlets flushed regularly, and records maintained.</li> <li>All planned statutory maintenance undertaken as required.</li> </ul>			Sept 21 Premises Officer	
<b>First Aid / Intimate Care</b> <b>How:</b> Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No adequate PPE available	<b>See First Aid RA</b> <b>See Infectious Diseases RA</b> <b>See Intimate Care RA</b>  PPE equipment available in the Covid Cupboard		Office team to check and update these policies	Office Team	
<b>Fire</b> <b>How:</b> Staff and pupils unaware of the fire evacuation	<ul style="list-style-type: none"> <li>Fire evacuation arrangements and marshals updated to reflect changes of year groups and staff around the</li> </ul>		Staff informed of changes and a whole school practice is undertaken in the first autumn half term	SLT Sept 21	

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<p>procedure. A large number of people meeting/close to each other during an evacuation. Insufficient fire marshalls on site.</p>	<p>building. Escape exits have been considered to ensure that everybody is able to quickly evacuate the building, year groups primarily exit together</p>				
<p><b>Educational Visits</b> <b>How:</b> Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.</p>	<ul style="list-style-type: none"> <li>• Trips beyond the immediate locality are not currently permitted</li> <li>• Local school trips to be individually risk assessed and suitable control measures implemented.</li> <li>• Risk assessments will be obtained from local venues prior to any visits.</li> <li>• All trips must be agreed by the Head Teacher or Educational Visits Coordinator.</li> </ul>		<p>Trips and visit guidance to be regularly reviewed.</p>	<p>Ongoing</p>	

**Signed: Alison Legemah**

**Role: Deputy Headteacher**

**Date: September 2021**