

Twyford St Mary's C of E Primary School
Covid19 Risk Assessment February 2022

What to include in your COVID-19 risk assessment

Company name: Twyford St Mary's C of E Primary School

Assessment carried out by: Sophie Davies

Date assessment was carried out: February 2022

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

More information on working safely during the coronavirus outbreak.

HSE's core guidance on managing risk.

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in: Wales England Scotland



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What are the Hazards?	Who might be at harm?	Controls	What actions do you need to consider to control the risk?	Who needs to carry out the action?	When does this need to be carried out?
Getting or spreading coronavirus by not washing hands or not washing them adequately	All Staff All pupils All certified visitors e.g. emergency contractors or governors	-Robust hand and respiratory hygiene -Enhanced cleaning and ventilation arrangements -Access to sanitiser and hand washing facilities -Reminders from adults re hand washing at regular intervals- including through assemblies.	- Put in place monitoring and supervision to make sure people are following controls - Provide information about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities	SD/DW/JQ Teaching staff	Daily
Getting or spreading coronavirus in common use high traffic areas such as classrooms, hall, staff rooms, toilet facilities, entry/exit points to facilities, and other communal areas or not social distancing	All Staff All pupils All certified visitors e.g. emergency contractors or governors	-Identify areas where people will congregate - Identify areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, storage areas - Identify areas and equipment where people will touch the same surfaces, such as in kitchens. - 1M+ rule for all pupils and adults where appropriate -Wipes and cleaning resources provided where spaces need to be regularly cleaned	- Full staff meeting and/or email so all are aware of procedures/spaces - Put in place monitoring and supervision to make sure staff and pupils are following controls e.g. following hygiene procedures, washing hands, mask wearing -Leave non-fire doors open and windows to reduce the amount of contact with doors and also potentially improve workplace ventilation - Identify if and where additional cleaning equipment may be needed - Identify how you are going to replenish cleaning equipment	SD/DW/JQ	Daily



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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All Staff All pupils All certified visitors e.g. emergency contractors or governors	<ul style="list-style-type: none"> -Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors 	<ul style="list-style-type: none"> -Cleaning resources replenished daily by DW -All shared spaces to have windows and doors open at regular hourly intervals and throughout breaks and lunchtimes. -Daily cleaning from First Klass with a deep clean of all shared areas on a Friday. -Cleaning resources provided for teaching and admin staff in classrooms, desk spaces and all shared areas. - PPE available to all staff via the office 	SD DW JQ First Klass Cleaners	Daily
Mental health and wellbeing affected through isolation or anxiety about coronavirus	All staff All pupils	<ul style="list-style-type: none"> - Have regular keep in touch meetings - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessment check ins so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured 	<ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified 	SD/SK/CW	Weekly check ins



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Response to any school based or community infection	All staff Pupils	<ul style="list-style-type: none"> -Contain any outbreak by following local health protection team advice. -If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection -Follow Government updates regarding different strain isolation periods 	<ul style="list-style-type: none"> -Ensuring that pupils, staff and other adults do not come into the school if they have tested positive and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). 	SD/JQ/RC/TN	Daily checks
Events and community performances	Parents Teachers Pupils	<ul style="list-style-type: none"> -All performances or celebrations events to adhere to schools guidelines on COVID 19. -Existing arrangements for children to self-isolate in certain circumstances will continue to apply -A review of the decision to proceed with the event 7-10 days prior to the scheduled event is encouraged, taking into account COVID-19 cases among staff and pupils, as well as in the community -An assessment will be carried out of the setting's own staffing capacity to continue with events -Remind people with symptoms not to attend and to seek a PCR test 	<ul style="list-style-type: none"> -Clear communications to families regarding event attendance and COVID 19 protocols. 	SD/teachers/RC/JQ/TN	Event organisation and checks

Group / special needs:

Pupils with an EHCP in attendance with a one to one throughout the school day, personalised risk assessments in place if required for the child's needs.

