

What to include in your COVID-19 risk assessment

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

Assessment carried out by: Sophie Davies

Date assessment was carried out: 8th December 2021

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

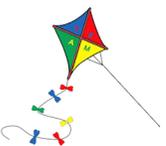
When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

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.

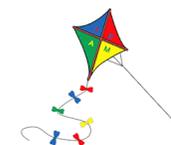
HSE's core guidance on managing risk.

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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 Christmas Fair COVID19 Risk Assessment December 2021

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 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 family visitors	-Identify areas were 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 - 1M+ rule for all pupils and adults were appropriate -Masks worn in indoor areas.	- Parent coms about moving around the school for The Christmas Fair: <ul style="list-style-type: none"> • Non-attendance if you have symptoms • Distancing • Masks • Reducing numbers in rooms • Ventilation - Put in place monitoring and supervision to make sure visitors are following controls -Leave non-fire doors open and windows to reduce the amount of contact with doors and also potentially improve workplace ventilation - PPE available to all staff/visitors via the office	All Individuals	Throughout the fair
Getting or spreading coronavirus by not cleaning surfaces and equipment	All Staff All pupils All family visitors	-Wipes and cleaning resources provided where spaces need to be regularly cleaned -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, shared equipment etc. and specify the frequency and level of cleaning and by whom - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors	-Cleaning resources replenished daily by DW -All shared spaces to have windows and doors open at regular hourly intervals and throughout breaks and lunchtimes -Cleaning resources provided for teaching and admin staff in classrooms, desk spaces and all shared areas	All Individuals	Throughout the fair



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<p>Response to any school based or community infection</p>	<p>All Staff All pupils All family visitors</p>	<p>-Review COVID19 numbers 5 days and 48hours before the event -Managed confirmed cases of coronavirus (COVID-19) amongst the school community through thresholds (10% of class or key stage to have temporary 10day bubbles in place) -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 sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection -Other members of their household (including any siblings) should self-isolate until they have a negative PCR test if they are double vaccinated or are under 11 years old -Attendance registers to support any NHS contact tracing at the event</p>	<p>-Communication to ensure that pupils, staff and other adults do not come into the school fair if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days 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) -If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people -If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else -PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)</p>	<p>School staff</p>	<p>School day/Prior to Fair starting</p>
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