

KATESGROVE AND SOUTHCOTE PRIMARY SCHOOLS
Risk Assessment for Full School Opening September 2021

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
Insufficient Pupil / Staff Ratio to operate the school safely	Children Staff	1	5	5	<p>Exec Head Teacher (EHT) to monitor staff:pupil ratio daily and to adjust the school day as necessary seeking advice from the Local authority (LA) and Public Health England (PHE) as needed.</p> <p>The most recent position is that all children shall return to school and so pupil staff ratio (in class) will revert to pre-Covid criteria.</p> <p>Provide a risk assessment for the clinically vulnerable to ensure their role and location in school keeps them as safe as possible e.g. not working with children. Individual risk assessment for those who demonstrate they or their families are at increased risk to enable them to return to school. HR guidance to be sought where necessary.</p> <p>Face masks / shields and appropriate role specific PPE may be worn by all adults or children within school if they so wish.</p> <p>Federation Staff (who work at both schools) will be able to revert to their previous working patterns to allow for efficient and responsive staffing working where and when the need exists.</p> <p>PHE continue to update advice in regard to new strains of Covid – the Federation will amend and adapt to the advice shared by PHE expeditiously and appropriately.</p> <p>Staff will be issued regular email communications with the Staff Working Protocols, these will use the Risk Assessment and the latest Government and PHE advice as their basis to ensure daily good practice is in place throughout the Federation.</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
School building cleaning	Children Staff	1	4	4	Areas in both schools have been deep cleaned. Cleaning and a daily cleaning schedule is imbedded within the Premises Team and Staff's every day duties.
School building not kept thoroughly cleaned during full re-opening	Children Staff	2	3	6	<p>Leadership team to ensure that a full complement of cleaners are in place and that the schools are cleaned thoroughly every day, with particular attention to touch points.</p> <p>Rigid and clear cleaning protocols are in place.</p> <p>All classrooms have disinfectant and wipes.</p> <p>Cleaning protocols to be adapted as and when advice is published by PHE / LA / Government guidance.</p> <p>Weekly health and safety checks (including temperature checks, flushing outlets, emergency lighting and fire panel checks) have continued.</p> <p>Termly fire evacuations will be practiced and reviewed</p> <p>Daily checklists will be completed to ensure safety – e.g. windows are open, PPE and cleaning equipment is available (see individual checklists)</p> <p>Any hygiene health and safety issues to be reported to SLT immediately.</p>
Lack of necessary resources to enable the school to be safe when it opens for the 2021/22 Academic Year	Children Staff	2	3	6	<p>EHT & Caretaker team to regularly audit the cleaning supplies and to order as necessary e.g. hand soap, disinfectant sprays / liquids, cloths etc.</p> <p>EHT and caretaker team to secure PPE from reliable sources. These can be obtained from PPRequests@reading.gov.uk</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
Not being aware of who is in school due to parents declining to return pupils or opting in and out of school attendance	Children Adults	2	5	10	Office Teams will continue to use established attendance procedures – first response, Attendance Lead alert, CPOMS alerting and use of schools EWO’s for persistent absence. Staff fully trained in use of both paper and electronic SIMS registration.
Entry of children / parents / carers into the school grounds / premises at the same time	Staff Children Parents / carers	3	4	12	Drop off arrangements at both schools will continue in the same way as the adapted arrangements that existed during the pandemic. School Mobile phone policy to be amended and published. Parents not to enter school site during drop off times. Identified year specific drop off and collection points around the school. Signage and painted lines to encourage parents to maintain social distancing.
Pupils attending late or arriving after medical appointments etc	Staff Children	4	1	4	Late arrivals and the number of visitors in the front reception areas continues to be monitored – parents / children with parents will remain in outside fresh air should the office area be too crowded. Signage in place to advise late arrivals where they should remain is required.
Exit of children / parents / carers from the school grounds / premises at the same time	Staff Children Parents / carers	2	3	6	Parents / carers advised that only one parent / carer are encouraged to drop off or pick up and that they are not able to congregate by the school gate. Plus, that where possible, other siblings are not to join them at these times. See above (entry into school).

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					<p>Staff allocated to assist / oversee drop off / collection times and encourage social distancing when and if appropriate.</p> <p>All parents/carers while on site encouraged to wear a face covering/shield (this is personal individual choice) parents should also refrain from using mobile phones while waiting for their children.</p>
Parents / carers / coming onto the school grounds	Staff Children Parents / carers	3	4	12	Gradual increase in relation to the number of visitors / parents allowed on site. Constantly reviewed and considered on an event/case by case basis.
Children and staff entering the building carrying the virus on their hands	Staff Children	3	5	15	<p>Facilities Manager to ensure that hand sanitiser & soap is in stock and to order as necessary. All taps are checked daily to ensure they are working.</p> <p>Caretaker team to ensure that hand sanitiser is available at all classroom entry points and that there is always soap in the cloakrooms and classrooms.</p> <p>Teachers and Classroom support staff to ensure that children and staff use the hand sanitiser gel on entry into the classrooms and all staff and children wash their hands with soap and hot water regularly.</p> <p>Leadership team to ensure hygiene protocols are displayed in all areas of the school used.</p>
Children and staff sneezing or blowing noses onto tissues and disposing of tissues without care	Staff Children	2	5	10	<p>School adopts the 'Catch it, bin it, kill it' approach. Numerous bins are now located throughout the school environment. Children encouraged to sneeze into elbow if they have no tissue. Single use tissue policy encouraged.</p> <p>Material is bagged up and stored for 72 hours before disposing in the usual bins.</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					All members of staff to ensure that these bins are used as specified and that children wash their hands as per the handwashing guidance following the disposal.
Classrooms not large enough to accommodate social distancing guidelines or not enough classrooms	Children Staff	2	5	10	<p>Caretaker and staff to clear unwanted furniture from the classrooms and store safely if possible.</p> <p>Teachers have the freedom to arrange their classrooms to meet individual class need – taking into consideration other class room Professionals.</p> <p>EHT and Leadership Team to make staff aware that they need to encourage appropriate social distancing when possible and be minded that the social distancing guidance is being continually updated and amended.</p> <p>All members of staff to ensure that the building is ventilated throughout the day by opening windows and doors where possible.</p> <p>Small rooms such as ‘The cold room’ and the ‘monkey room’ have limited ventilation so consideration must be given to duration of time spent in the room, number of staff present and ensuring that entry door remains open.</p>
Opening of School to all Year groups	Children Staff	2	4	8	School continues to be open to all pupils, all year groups.
Access to and use of toilet / cloakroom facilities (including staff) not adhering to social distancing guidelines	Children Staff	2	5	10	All members of staff, including lunchtime assistants, to ensure that staff and children adhere to these rules.
Travelling of staff and children around the school building	Children Staff	3	4	12	As much as possible the external doors are used throughout school rather than corridors and staircases.

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					<p>All members of staff to ensure that doors are left open, where possible, to limit the use of door handles.</p> <p>All members of staff, to ensure that each group of children enter their designated classroom through an allocated door, that has been clearly identified by the EHT / Leadership Team and to ensure that the children use the area appropriately.</p>
Safeguarding	Children Staff	4	5	20	<p>Safeguarding Policy to be constantly reviewed and amended as required.</p> <p>Staff to be aware of the identifying signs of abuse and domestic abuse (DA). Recognising that incidents of DA have increased over this period. Be aware of the impact of family bereavement and children's/adults Mental Health and the impact that school closures have had on young people.</p> <p>Any concerns to be reported through CPOMS. CPOMS to be used to capture comments / concerns and observations timely and expeditiously.</p> <p>Meetings to be attended – where possible this will continue to be virtually via TEAMS / conference call / telephone.</p> <p>Face to Face meetings can now be facilitated – if all parties are comfortable with this arrangement – consideration being given to number of persons present and room size. TEAMS and telephone continue to be used.</p> <p>Face-to-face meetings need to take place in a large, well-ventilated room with windows open, personal choice if Professionals or parents wish to wear face coverings. Tables and chairs must be sprayed and wiped with anti-bacterial spray after the meeting.</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					<p>A DSO or DSL will be on site at all times when children are present or will be contactable via radio or mobile telephone.</p> <p>Any updates/advice from BFFC/RBC/Local Safeguarding partnership shall be disseminated to staff. Staff shall continue to follow whistleblowing and safeguarding policies if they have any concerns about another member of staff/professional who may pose a risk to children.</p> <p>Where possible Safeguarding / confidential conversations with parents/professionals/carers are to happen away from other parents/carers by guiding them away from others in an outdoor space where other parents can't hear.</p> <p>Staff to update CPOMS with all home-calls. Staff to continue to update CPOMS if Live-learning is required.</p> <p>Paediatric 1st Aid trained staff will always be on site.</p>
Not being able to adhere to social distancing rules and having the correct PPE to carry out basic First Aid & Intimate care	Children Staff	4	5	20	<p>EHT and Leadership Team to ensure that the usual practises with regard to carrying out first aid are adhered to e.g. wearing gloves, when carrying out first aid / intimate care safely and to re-order stock as necessary. PPE will be available to those administering 1st Aid. Where possible children will administer their own first aid e.g. wipe a cut and apply a plaster.</p>
Not being able to adhere to social distancing rules and having the correct PPE to carry out Emergency/ Life Saving First Aid	Children Staff	4	5	20	<p>Risk assessments in place for those children who are not able to socially distance. Addendum to Positive Behaviour Policy for those children who deliberately break social distancing rules.</p> <p>All members of staff to following existing first aid protocol e.g. telephoning for an ambulance. There is a policy addendum in place.</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					EHT and caretaking team to ensure that there is the correct amount of PPE and first aid kit available in school for staff to use when carrying out first aid safely.
A child or a member of staff presenting with COVID-19 symptoms in school	Children Staff	3	5	15	<p>EHT to re-issue guidance to all families and members of staff about current self-isolation guidance.</p> <p>All members of staff to ensure that government guidance is adhered to with regard to someone presenting with symptoms.</p> <p>Child showing any signs of being unwell will be sent home with immediate effect.</p> <p>The child will be isolated while awaiting collection from a parent / carer.</p> <p>Isolation room deep cleaned after departure.</p> <p>A Positive Test should always be reported to the Setting – as required by the current guidance.</p> <p>Positive cases to be reported to CV19notifications@reading.gov.uk</p> <p>EHT/HoS will seek appropriate advice should multiple children/adults provide positive Covid tests</p> <p>Incidents will be assessed on a case by case basis following the appropriate guidance in relation to actions that need to be taken.</p>
The staffroom is not large enough to accommodate staff at break and lunchtimes following social distancing guidelines	Staff	3	4	12	<p>Staff are once again able to use the staff room. Consideration should be given in relation to appropriate social distancing and good general hygiene around eating and food prep.</p> <p>Small break out staff areas will continue to be available - the EHT, Leadership Team and caretaking team to ensure that a kettle, a microwave, washing up liquid, a tea towel, cutlery, tea, coffee and milk etc. will be available in each area to accommodate this. A fridge and a sink will also be available in each area.</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					All members of staff to use their "own" identified mug all day and to take their own responsibility for washing this up in their identified sink.
Children going out to play and not following current social distancing guidelines	Children Staff	3	4	12	All members of staff, to ensure that current social distancing guidelines are adhered to where possible when the children are playing. Staff on duty to ensure that access to toilets whilst the children are at break adhere to current social distancing guidelines. Year Group classes will break at the same time. Children to wash hands before and after play / break time.
Not being aware of who is in school due to parents declining to return pupils or opting in and out of school attendance	Children	2	5	10	Office Teams will continue to use established attendance procedures – first response, Attendance Lead alert, CPOMS alerting and use of the schools EWO's for persistent absence. Staff fully trained in use of both paper and electronic SIMS registration
Lateral Flow Testing (Staff)	Staff	2	5	10	Staff encouraged to make use of the Lateral Flow Testing (LFT) system in place. Staff use LFT's twice a week, reporting results to school and NHS data recoding website. In the event of a Positive LFT Staff are very strongly encouraged to take a PCR test as a matter of urgency. Report to CV19notifications@reading.gov.uk
Children eating lunch together in the school hall	Children Staff	2	4	8	Children will remain in their classes if eating lunch in the hall. Seating procedures will continuously review and amended to ensure current guidelines are acted upon. The use of school hall eating is to be constantly reviewed as LA / PHE / Governmental advice is amended and published.

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
Items of classroom equipment / resources not being cleaned and being used by multiple groups of children	Staff Children	1	3	5	<p>Classroom staff to remove all items of soft furnishing e.g. cushions and soft toys from the classrooms prior to full re-opening</p> <p>Classroom staff to disinfect shared equipment after use.</p> <p>Playground and cleaning equipment is not currently required to be sterilised but procedures will reflect national guidelines at all times. Children are encouraged to wash their hands before and after use of these items.</p>
Children attending Wrap Around Care without social distancing rules being followed	Staff Children	2	5	10	<p>Cleaning and Handwashing protocols will remain in place. PHE advice will be followed and publicised to parents. Play equipment will be cleaned regularly. Outdoor play and use of outdoor space will be optimised.</p> <p>Social Distancing protocols will reflect current guide lines</p> <p>Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> a high temperature a new, continuous cough a loss or change to your sense of smell or taste <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> you've tested positive for COVID-19 – this means you have the virus someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you) you've been told to self-isolate following contact with someone who tested positive <p>but there is no requirement to isolate if:</p>

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
					<p>Someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <p>you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</p> <p>you're under 18 years, 6 months old</p> <p>you're taking part or have taken part in a COVID-19 vaccine trial</p> <p>you're not able to get vaccinated for medical reasons</p> <p>Even if you do not have symptoms, you should still:</p> <p>Get a PCR test on GOV.UK to check if you have COVID-19</p> <p>Inform CV19notifications@reading.gov.uk if there is a positive case in the setting.</p>
Curriculum activities which require close pupil / pupil or pupil / staff interaction	Children Staff	1	5	5	Teachers to consider and plan learning activities for the children that do not require close pupil / pupil or pupil / staff interaction e.g. PE lessons in the hall, team games etc. This to be constantly reviewed as current guidelines evolve.
Large numbers of staff, pupils and parents attending gatherings e.g. assemblies, plays, fayres etc	Children Parents Staff	1	5	5	<p>EHT to share in communication with all members of the school community that social gatherings such as assemblies, plays, and sports day events will take place on an event by event basis and may result in reduced capacity and limited attendance.</p> <p>Should the event be closed to parents every effort will be made to record and/or shown 'live' so that parents are able to observe the activity still.</p>
Visitors / Volunteers entering the school building	Children Staff	2	5	10	A gradual increase in face to face meetings to be permitted. Constant review for best / safe practice for events such as parents evening and consideration to the continued use of TEAMS / SKYPE type options.

Please note this risk assessment is evidencing Risk scoring AFTER control measures are in place.

Name of Assessor: Lisa Telling
Position: Executive Headteacher

Date : 1st September 2021
Review Date : 1st November 2021