

## CORONAVIRUS RISK ASSESSMENT & PROCEDURE

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| <b>Location / Site</b>                 | Insert location and site where activity taking place     |
| The Cowplain School                    |  |
| <b>Activity / Procedure</b>            | Insert name/type of activity or procedure being assessed |
| Full Opening of School, September 2021 |  |
| <b>Assessment date</b>                 | Insert date when assessment is being carried out         |
| 24 August 2021                         |  |

|                                |            |
|--------------------------------|------------|
| <b>Identify people at risk</b> | YES or NO  |
| <b>Employees</b>               | <b>YES</b> |
| <b>Children</b>                | <b>YES</b> |
| <b>Visitors</b>                | <b>YES</b> |
| <b>Contractors</b>             | <b>YES</b> |

**In view of the new Covid-19 government guidance issued for full reopening in September 2021 (Step 4)**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

**Government guidance and advice for parents:**

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

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| <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>Direct transmission of the virus – Lateral Flow Testing</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. Following the summer holidays, all students will be requested to attend school in a staggered system for lateral flow testing prior to commencing a full return to school. (Details provided via separate letter). Students will receive 2 lateral flow tests in school with a period of 3 to 5 days between each test. (Separate risk assessment for Lateral Flow Device testing available)</li> <li>2. Staff will undertake home lateral flow tests prior to returning to school for inset day on 1<sup>st</sup> September 2021.</li> <li>3. Following initial LFD testing in school, students and staff will be provided with LFD home test kits and expected to test themselves twice weekly.</li> <li>4. Students or staff who take a positive LFD test should then undertake a PCR test and follow current Government advice.<br/><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ol> |   |

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| <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>Direct transmission of the virus – Hygiene and contact with others</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-way system created around the school site.</li> <li>2. Staggered break-times to reduce number of students in communal areas.</li> <li>3. Hand hygiene is important and students are recommended to wash their hands before arriving into and leaving school.</li> <li>4. Students should use the hand foam sanitisers located in school corridors and classroom hand gel dispensers throughout the day.</li> <li>5. Students should continue following the Government’s recommended instructions for ‘Catch it, bin it, kill it’. All classrooms have tissues available.</li> <li>6. Face coverings are no longer required in schools, however students and staff continue to have the option to wear masks in highly populated areas.</li> <li>7. The school will continue providing high standards of cleaning at the end of the school day focussing on touch points.</li> <li>8. All classrooms and highly populated spaces should be well ventilated.</li> </ol> |   |

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| <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>Direct transmission of the virus – School Transport</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. Students are encouraged to walk or cycle instead of using public transport</li> <li>2. The Government continue to expect and recommend that face masks are worn by those aged 11 years and over travelling in enclosed and crowded spaces</li> </ol> |   |

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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>Direct transmission of the virus – Visitors and Contractors</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. Limit transmission by preventing symptomatic people on site by ensuring nobody with the following is permitted to enter the school:</p> <ul style="list-style-type: none"> <li>● A high temperature</li> <li>● a new, continuous cough</li> <li>● a loss or change to your sense of smell</li> </ul> |   |

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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>Direct transmission of the virus – Outbreak Management Plan</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. The school has an Outbreak Management Plan in place should Public Health England’s health protection team instruct the school to implement measures to manage an outbreak in the school or local community i.e. the re-introduction of face masks.</p> |   |

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| <b>OVERALL level of risk</b>   | Consider level of risk following use of control measures<br>HIGHLIGHT the appropriate assessment of risk |                                      |
| <b>NOT REDUCED THE OVERALL RISK</b>  | <b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>   | <b>CONSIDERABLY REDUCED THE RISK</b> |
| <b>Assessor’s comments</b>   | Insert comments relevant to findings as appropriate  |                                      |
| <p>Review and updates will continuously be made to the risk assessment.<br/>When required, advice will be sought from our Health and Safety Advisor.</p> |  |                                      |

| Name of assessor | Signature of assessor | Date        |
|------------------|-----------------------|-------------|
| Mrs K Webb       | <i>K Webb</i>         | August 2021 |

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| <b>Headteacher’s comments</b>   | Insert comments relevant to assessment as appropriate |
| <p>The Senior Leadership Team will continue to monitor Government and Public Health advice regarding key changes to be implemented and discussed with key school staff.</p> |   |

| Name of headteacher | Signature of headteacher | Date        |
|---------------------|--------------------------|-------------|
| Mr I Gates          | <i>I Gates</i>           | August 2021 |

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| <b>Risk assessment review 1</b>   |  |
| <b>Date: 08 Nov 2021</b>  |  |
| 1. Reminder assemblies for all students regarding the importance of undertaking Lateral Flow Testing twice weekly.  |  |
| 2. Reminder email sent to all staff regarding the need to ensure good ventilation in offices and classrooms.  |  |
| 3. Reminder sent to staff regarding process for students feeling unwell;<br>Staff member to send medical request email to Matron who will visit the student in their current location to assess.<br>Any student showing symptoms of Covid is masked and escorted, via an outdoor route, to the Medical Room which is fully ventilated, students and matron continue to wear masks, parents called to collect student immediately. |  |
| 4. Medical room sanitised with a fogging machine.   |  |
| 5. Covid vaccinations administered at school for all students/parents who confirmed permission.   |  |
| 6. Use of CO2 monitors in some smaller classrooms to check ventilation.   |  |
| 7.  |  |
| 8.  |  |
| Who was involved in the Review – SLT, Matron and Site Manager   |  |
| Signature of those involved in the Review - SLT, Matron and Site Manager  |  |