

# **COVID 19 Risk Assessment**

## **2021 – 2022**

### **Harting Church of England Primary School**

Initial risk assessment completed 1<sup>st</sup> September 2021

Risk assessment updated 1<sup>st</sup> October 2021

Government guidance states that schools can open and run with minimal COVID restriction as of 1<sup>st</sup> September 2021. However, to ensure the safety of the Harting community, in line with advice from West Sussex County Council, Harting School will be taking a cautious approach to the lifting on any restrictions in place. This document outlines the current protocols in place and measures that could be taken, if there was to be an outbreak of COVID among the school or local community, or if we were advised to introduce enhanced measures from the government.

Further details of government guidance for parents, careers and educational settings can be found at;

[www.gov.uk/backtoschool](https://www.gov.uk/backtoschool)

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

## **Risk Assessment 2021- 2022**

<b>Risk</b>	<b>Groups of people who are at risk</b>	<b>How the risk will be controlled daily</b>	<b>Potential additional temporary measures in case of an outbreak. This list is not exhaustive.</b>	<b>Protocol Review</b>
<b>Transmission of COVID-19 from parents to others.</b>	Staff, pupils, other parents	<ul style="list-style-type: none"> <li>- Children have a 15 minute window to be dropped in at school and then to be collected at the end of the day. This reduces the number of parents on site at any one time.</li> <li>- Rother class are entering the site through their own entrance.</li> <li>- Only one adult to be on site per child at pick up and drop off.</li> <li>- Office enquiries should be by telephone or email where possible.</li> <li>- A member of the SLT will be available at drop off and pick up.</li> <li>- Staff and parents are to maintain a distance of at least 1m from each other.</li> </ul>	<ul style="list-style-type: none"> <li>- All parents to wear masks on school premises.</li> <li>- Staff to wear masks at pick up and drop off.</li> <li>- Staff and all visitors to wear masks in communal areas</li> <li>- Start times for each class to be staggered with specific pick up and drop off times.</li> <li>- If a parent, or someone in the household, were to test positive then all members of the household should isolate in line with national guidance.</li> </ul>	Ongoing
<b>Transmission of COVID-19 from pupil to others.</b>	Staff, other pupils	<ul style="list-style-type: none"> <li>- Soap, hand sanitiser, paper towels and hot water available for staff and pupils to use often throughout the day.</li> <li>- Ensure good respiratory hygiene by the promotion of 'Catch it, Bin it, Kill it'</li> <li>- Posters to remind staff and pupils of handwashing.</li> <li>- Classroom windows and doors to be open as much as possible, including the inside door to the classroom being open at all times.</li> </ul>	<ul style="list-style-type: none"> <li>- Bubble areas to be reintroduced on the field and playground.</li> <li>- All classes, including Rother and Warren to eat in classrooms.</li> <li>- Assemblies to be recorded and watched in classroom bubbles.</li> </ul>	Ongoing

		<ul style="list-style-type: none"> <li>- Where the weather does not allow for external windows and doors to be open during lessons, this should instead be done at regular intervals when the children are out of the room.</li> <li>- Field in use at lunchtime and break time with no bubbles.</li> <li>- School assemblies to be held in the roundhouse with all blinds open to enable airflow at all times.</li> <li>- Re-establishment of hygiene rules eg: hand washing, disposal of tissues</li> <li>- Children to wear PE kit on days when these activities take place and remain in these clothes for the day.</li> <li>- Reading books and reading records will now be sent home</li> <li>- During a wet break or lunchtime children to remain in their own classroom bubble.</li> <li>- At lunch time a maximum of three classes to be in the hall. Tables will be class specific and distanced. They will then be sanitised before the next class comes to sit at them.</li> <li>- Regular handwashing to be timetabled throughout the day.</li> <li>- Bubbles may sing in their classrooms as a class bubble.</li> <li>- Whole school singing is to only take place outside.</li> <li>- Children should not be sent to the office or photocopier unless they are returning the register or have been sent for first aid.</li> </ul>	<ul style="list-style-type: none"> <li>- Limit to what is brought from home – Reading books etc...</li> <li>- Singing to be stopped inside/numbers singing at a time to be reduced.</li> <li>- All first aid to be administered at a first aid station outside. Any serious injuries or head bumps to be sent to the office where a member of the office team will administer first aid.</li> <li>- One way system to be reintroduced around the school.</li> <li>- At lunch time all children are to eat in their classroom with the exception of Rother and Warren classes who will eat in the hall.</li> <li>- Regular handwashing to be timetabled</li> </ul>	
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<b>Transmission of COVID-19 through school equipment</b>	Staff, pupils, parents	<ul style="list-style-type: none"> <li>- Shared equipment in the classroom, with any risk mitigated through regular hand washing.</li> <li>- Any shared playground equipment to be washed regularly</li> <li>- P.E equipment to be wiped down after use.</li> </ul>	<ul style="list-style-type: none"> <li>- Each child to have their own equipment provided by school</li> <li>- Playground equipment to be bubble specific and with regular cleaning of resources.</li> </ul>	Ongoing
<b>Transmission of COVID-19 through members of staff</b>	Staff, pupils, parents	<ul style="list-style-type: none"> <li>- Staff to carry out lateral flow test twice a week (Sunday and Wednesday evening) and report any positive results immediately to Nick Tidey. All negative tests to be recorded in school upon arrival when signing in.</li> <li>- Anyone who has a positive test result for COVID-19 must self-isolate for 10 days.</li> <li>- Anyone who had symptoms of COVID-19 must book a test and self-isolate until the result is returned. If this is negative and they are feeling well they must return to school, if it is a positive result they must self-isolate for 10 days.</li> <li>- Soap, hand sanitiser, paper towels and hot water available for staff and pupils to use often</li> <li>- Teachers to provide on-going work for those children not at school due to COVID-19 symptoms as long as they are well enough to complete work.</li> <li>- Where a child is absent from school, due to self isolation, the school will make a welfare call at least once a week to check on their wellbeing.</li> </ul>		Ongoing

<b>Transmission of COVID-19 through visitors to school</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Where possible, all office enquiries by telephone or email.</li> <li>- Parents to be allowed inside the building for prearranged meetings only – with meetings being held outside where possible.</li> <li>- Parent and teacher conversations should be undertaken by telephone or outside unless the meeting is confidential</li> <li>- Visitors to the school will be encouraged to take a lateral flow test before arriving at the school site.</li> <li>- Reading volunteers will be allowed on site to read with individual children only. Where possible they will maintain a distance of 1m from children.</li> </ul>	<ul style="list-style-type: none"> <li>- No visitors on site with all communication through email or telephone conversations.</li> <li>- All meetings with external professionals or visitor to be held remotely or outside.</li> <li>- Restrict the number of external professionals on site.</li> <li>- Reading volunteers to be paused.</li> </ul>	Ongoing
<b>Risk of transition through breakfast and after school club.</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- Breakfast and afterschool club will continue to run.</li> <li>- These clubs, when possible, will be outside or in the hall.</li> </ul>	<ul style="list-style-type: none"> <li>- Club to continue, but with children sitting/playing in year group bubbles</li> </ul>	

<b>How we will respond to a person showing possible symptoms of covid-19</b>	Staff, Pupils, Governors	<ul style="list-style-type: none"> <li>- Any pupil or member of staff showing COVID-19 symptoms will be isolated from others in the space between the front door and the foyer.</li> <li>- All facilities used by a person with symptoms will be cleaned thoroughly after use in line with government guidance.</li> <li>- Parents (of the child showing symptoms) will be contacted and arrangements made for the collection of the child ASAP.</li> <li>- Separate toilet facilities will be made available</li> </ul>	<ul style="list-style-type: none"> <li>- Close contacts of a person who has symptoms or has tested positive for COVID-19 to isolate in line with government guidance.</li> </ul>	Ongoing
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**N.B – The school will continue to monitor both the local and national situation with COVID-19. If necessary the school will introduce measures, including, but not limited to those set out above to ensure the safety of the school community and reduce the risk of any further spread of the virus.**

Any questions regarding school protocols should be directed to the school office. [office@harting.w-sussex.sch.uk](mailto:office@harting.w-sussex.sch.uk)