

## Risk Assessment and Risk Management Record

School/Youth Group    Gwladys Street Primary and Nursery

Whole School

This Risk Assessment has been updated on 27.8.21 using <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> as a reference

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
Pupils/ parents testing positive	Low	<ul style="list-style-type: none"> <li>You should not come to school if you have symptoms</li> <li>Parents to follow NHS guidance and isolate.</li> <li>Parents to email <a href="mailto:covid@gwladysstreet.com">covid@gwladysstreet.com</a> with results</li> <li>School to complete appropriate paperwork and send to Local Authority.</li> <li>School to follow advice from Track and Trace if contacted.</li> <li>Anyone developing symptoms when in school will be sent home and asked to follow Public Health Advice and get a PCR test.</li> </ul>	Track and Trace will contact close contacts and advise that they take a PCR test.
Opening times	Low	<ul style="list-style-type: none"> <li>School will have a 1 way system in place</li> <li>Enter through the upper Gwladys Street gates and leave through the Muriel Street gates.</li> <li>School gates will open at 8:45am and 3:25pm</li> <li>Only FS1 parents to use the top main gate from 8.25 am (obviously can use if have older sibling too)</li> </ul>	Letter shared with parents and carers of gate times

		<p>with them) but the gate will only open with buzzer.</p> <ul style="list-style-type: none"> <li>• School will return to normal opening times</li> <li>• School doors will open at 8:50am and pupils will be dismissed to parents and carers at 3:30pm</li> <li>• Breakfast club will open at 7:45am and parents will drop pupils off at the KS2 building.</li> <li>• Gate will close at 8:00am and reopen for school opening times</li> <li>• One way system in hall ways to continue – staff to model this to all pupils</li> </ul>	
Becoming ill in school	Low	<ul style="list-style-type: none"> <li>• Pupil or staff should be moved to an isolation room.</li> <li>• Windows opened to allow good ventilation</li> <li>• PPE should be used by staff in close contact.</li> <li>• SLT informed then parents called once directed by a member of the SLT</li> <li>• Room cleaned after the individual has left.</li> <li>• The house hold (including any siblings) should follow PHE stay at home guidance.</li> </ul>	
Staff testing	Low	<ul style="list-style-type: none"> <li>• Staff will be expected to return to twice weekly testing using the Lateral Flow kits from the weekend of Saturday 28<sup>th</sup> August and report their results on the online system and NHS app</li> <li>• If staff are attending the setting during the summer holiday period they must also take a Lateral flow test before entering the site.</li> </ul>	

		<p>School LFT can be used for this.</p> <ul style="list-style-type: none"> <li>If a member of staff test is positive, they must inform SLT and conduct a PCR test and self-isolate</li> </ul>	
<p>Preventing the spread of Covid-19 within the school setting</p> <p>Handwashing</p>	Low	<ul style="list-style-type: none"> <li>Hand sanitisers will remain in place around the school and staff and pupils will be asked to use on entry and exit of the setting.</li> <li>Pupils will be taught good hygiene and wash their hands with soap and water when going to the bathroom, before lunch and at any other time needed.</li> <li>Staff to also discuss use of classroom equipment and remind pupils not to put equipment in mouths.</li> </ul>	
Catch it, Bin it, Kill it	Low	<ul style="list-style-type: none"> <li>Ensure that pupils have access to tissues within the classrooms.</li> <li>Children to be taught about good respiratory hygiene e-Bug COVID-19 website has additional free resources to support this.</li> <li>All teacher will model and support pupils on the 1<sup>st</sup> week back in how to wash hands and also use the sanitiser stations.</li> </ul>	
Cleaning	Low	<ul style="list-style-type: none"> <li>Regular cleaning of toilets, rooms and other areas of high contact throughout the day as per cleaning rotas.</li> </ul>	
Face Masks	Low	<ul style="list-style-type: none"> <li>Face masks will only be required if there is an outbreak in the school and advice would come from Public Health to wear them temporarily in communal areas or classrooms.</li> </ul>	
Good ventilation	Low	<ul style="list-style-type: none"> <li>Occupied spaces should have windows open</li> </ul>	

		<p>to allow good ventilation.</p> <ul style="list-style-type: none"> <li>You should balance the need for increased ventilation while maintaining a comfortable temperature.</li> <li>School to use CO2 monitors in school once provided to identify any areas within the school with poor ventilation.</li> </ul>	Spaces identified to addressed.
Breakfast Club	Low	<ul style="list-style-type: none"> <li>Breakfast club will take place in the KS2 hall and pupils will sit and play with their own year groups.</li> <li>Each table will have a set of equipment/ resources for a week and this will be quarantined over the weekend and moved onto the next group.</li> </ul>	
Classroom and school routines	Low	<ul style="list-style-type: none"> <li>All previous arrangements during Covid-19 can now stop. Tables can return to groupings.</li> <li>Staff to provide class seating plans to SLT to support Track and Trace.</li> <li>Water bottles (school sports bottles only) to be sent home daily to be washed and fresh water to be added.</li> <li>Assemblies can take place in zones</li> </ul>	
		<ul style="list-style-type: none"> <li>Pupils will return to EYFS (F1 and 2) groups, KS1 (Year 1 and 2), LKS2 (Year 3 and 4) and UKS2 (Year 5 and 6) accessing areas.</li> </ul>	If at any point an outbreak occurs, groupings will be reduced into individual year groups or classes following guidance from Public Health
Lunchtime	Low	<ul style="list-style-type: none"> <li>Staff in the KS1 building can use the Staffroom, KS2 staff will use the KS2 resource room (this will be reviewed half termly)</li> <li>Pupils move as a block</li> </ul>	

		<p>EYFS (F1 and 2) 11:30 – 12:00 in KS1 room  Year 1 (12:10 – 12:40)  Year 2 (12:50 – 1:20)</p> <p>KS2 hall  Year 3 and 4 -12:00pm to 12:30pm in KS2 hall  Year 5 and 6 – 12:30pm to 1:00pm  Play pupils keep to year blocks (Y3 and 4 small KS2 playground, Y5 and 6 large KS2 playground)  The lunch hall will be cleaned down between servings.</p>	
Playtime	Low	<p>Year 1 – 10:15 – 10:30  Year 2 – 10:30 – 10:45  Year 3 (Small KS2 playground) and 5 (Large KS2 playground) – 10:15 – 10:30  Year 4 (Small KS2 playground) 10:30 – 10:45  Year 6 (Large KS2 playground) 10:30 – 10:45</p>	
Meetings	Low	<ul style="list-style-type: none"> <li>Staff will socially distance when needed. School will endeavour to keep all staff safe and monitor covid rates and some meetings may revert to a virtual online meeting.</li> </ul>	Zoom will be used if Covid rates are high
Visitors	Low	<ul style="list-style-type: none"> <li>Will be asked to read the school risk assessment and adhere to the measures in place.</li> </ul>	Visitors to be kept to a minimum and SLT to be consulted before arrangements made.
Water fountains	Low	<ul style="list-style-type: none"> <li>Not to be used at present – This will be reviewed monthly.</li> <li>Staff to provide jugs of water in classrooms to top up pupil water bottles throughout the day.</li> </ul>	
PE	Low	<ul style="list-style-type: none"> <li>Pupils to attend school in PE kits</li> </ul>	

Office	Low	<ul style="list-style-type: none"> <li>Only agreed staff to enter office.</li> <li>Other staff to email requests or access the office staff via the office window.</li> </ul>	
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Form Completion Date: P Wolstencroft-Moore 2.9.21

Head of Establishment / EVC: P Wolstencroft-Moore

Group Leader (Signature) Ms N Booth

Points the Group  
Leader or team to  
be aware of