



Windsor Park CE Middle School
Risk Assessment Record Form



**Taking account of the new variant virus
and rapid rates of transmission**

1. **Section/Service/Team** Whole School
2. **Assessor(s)** L Wilbraham-Jones
3. **Description of Task/Activity/Area/Premises etc.** COVID-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Useful links:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=087da2cb-8e81-43e8-bbe1-cef41feedb8b&utm_content=immediately

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

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

<https://www.gov.uk/coronavirus-taxon>

<https://www.gov.uk/coronavirus-taxon/education-and-childcare>

<https://www.gov.uk/coronavirus/education-and-childcare>

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

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

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

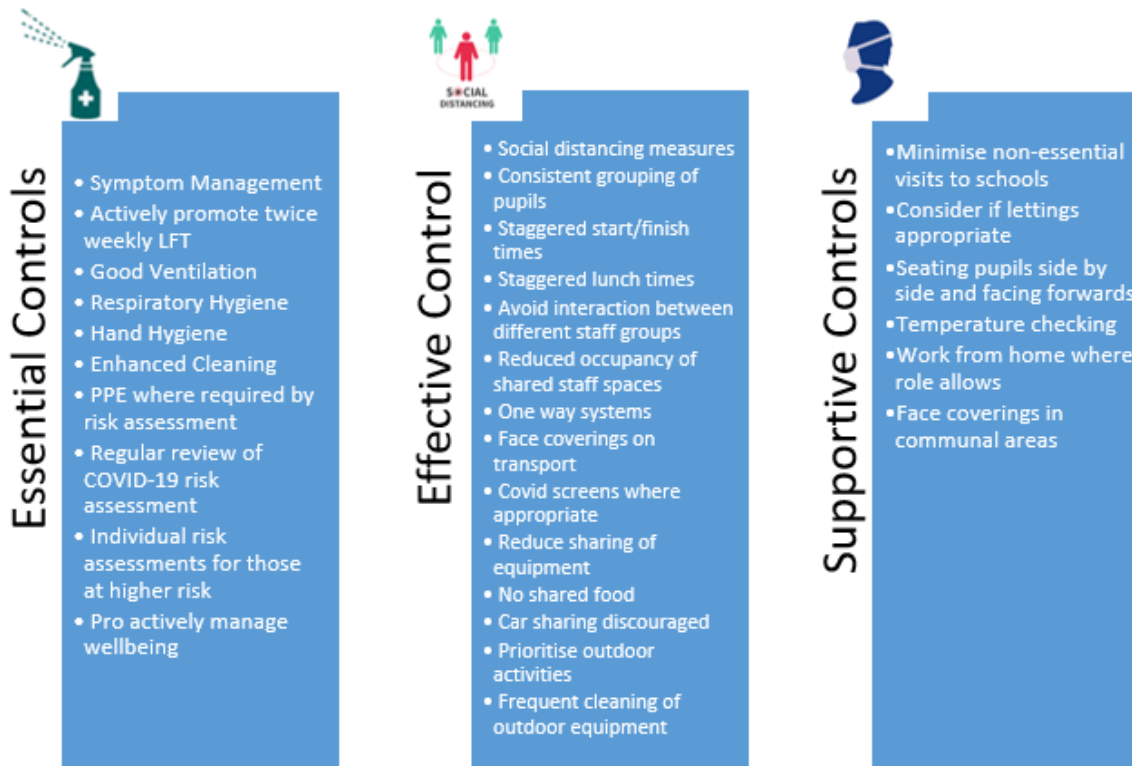
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

This RA takes into account the below control measures at WPMS.

Essential Controls highlighted

Remove as prevalence decreases, vaccination of working age completed, no new VOC issues and in line with Government guidance.

Reintroduce controls if prevalence increases, local outbreaks, VOC.



Some Essential Controls will be part of new ways of working

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed.	What is the risk rating now – H, M, L? See section 5
Whole school Risk assessments	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p>HT reviews LA guidance, PHE, WHO and DFE updates. HT Reviews LA recovery updates and CEO advice. HT receives union and H&S guidance.</p> <p>Site visits by HT, Bursar and site manager during the summer weeks and half terms.</p> <p>Individual risk assessments are in place for staff who fall into the following categories: clinically extremely vulnerable, clinically vulnerable; 60+, pregnant. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>	<p>High</p> <p>Low</p> <p>High</p>	<p>Whole school risk assessment to be reviewed and discussed with all staff prior to opening</p> <p>Done and ongoing. Newly appointed Bursar will be onsite for a summer handover with current post holder and HT.</p> <p>Staff who are pregnant-Any risks identified must be included and managed as part of the general workplace risk assessment Individual risk assessments to be reviewed with relevant staff every three weeks. JB/KB/CS Full review of RAs prior to returning in September</p>	<p>Inset day</p> <p>July/August 2021</p> <p>On-going</p> <p>August 2021</p>	<p>High</p> <p>High</p> <p>High</p>

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed.	What is the risk rating now – H, M, L? See section 5
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Robust Respiratory Hygiene</u></p> <ul style="list-style-type: none"> ✓ From step 4, 19th July 2021, face coverings are no longer advised for students, staff or visitors either in classroom in communal areas. ✓ Staff may feel that they wish to continue use face coverings during this phase. 	<p>Medium</p> <p>High</p>	<p><u>Robust Respiratory Hygiene</u></p> <p>HT/Pastoral team to support parents and children who opt to wear face coverings in school.</p> <p>Masks will be supplied for anyone who would like one.</p> <p>Masks must be stored in a suitable sealable container when not being worn.</p> <p>HT to act on advice from WHO in the event of a local outbreak.</p>	<p>To be monitored.</p> <p>To be monitored.</p> <p>To be monitored.</p>	<p>Medium</p> <p>High</p>

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed.	What is the risk rating now – H, M, L? See section 5
Spread of Covid-19 Coronavirus	Pupils <ul style="list-style-type: none"> ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Robust Hand Hygiene</u></p> <ul style="list-style-type: none"> ✓ Everyone entering the premises must use anti-viral hand sanitiser (unless exempt) ✓ An essential measure includes sanitizing hands when entering the canteen. ✓ Hand washing facilities available and fully stocked with anti-viral soap and hand towels. ✓ Stringent hand washing taking place. ✓ See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ✓ Drying of hands with disposable paper towels and/or hand driers. ✓ Posters, leaflets and other materials are on display. ✓ https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 	Medium	<p><u>Robust Hand Hygiene</u></p> <p>Alcohol hand sanitizer available for all employees, students and visitors – HT Confirm with bursar that more stocks can be sourced if needed/low - HT Pupils, Employees and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow: Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands – SLT Tissues will be made available throughout the workplace – HT Protection kits located in classrooms – SLT</p>	<p>HT LW JS</p>	Medium

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed.	What is the risk rating now – H, M, L? See section 5
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Cleaning</p> <ul style="list-style-type: none"> ✓ Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. ✓ Put into place an appropriate cleaning schedule <p>Keeping internal spaces well ventilated</p> <ul style="list-style-type: none"> ➤ This will be achieved through natural methods, ie: opening windows and internal doors. Although a comfortable teaching environment must be maintained and heating will be used as necessary. ✓ Fire doors must remain closed. ✓ Refer to page 8 of schools guidance for further information. 	<p>Medium</p> <p>High</p>	<p>Cleaning</p> <ul style="list-style-type: none"> ➤ Anti-viral spray and cleaning equipment to be placed in each classroom. HT ➤ Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. HT & SLT ➤ Doors to pupil toilets to be wedged open to avoid excessive surface contact and facilitate ventilation. ALL STAFF <p>Keeping internal spaces well ventilated.</p> <ul style="list-style-type: none"> ➤ Children are passive when learning, and have been advised to dress accordingly and given flexibility to wear suitable indoor clothing. ALL STAFF ➤ Duty staff will open and close doors as required. HT/KB 	<p>Briefings and Line management meetings</p>	<p>Medium</p> <p>High</p>

<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> ✓ If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. ✓ Staff and pupils should engage with the track & trace process and follow guidance. ✓ Line managers will maintain regular contact with staff members during this time. ✓ If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. ✓ From July 19th 2021, contacts will be identified via NHS Test and Trace. WPMS may be involved in identifying close contacts in exceptional contacts. ✓ From 16th August 2021, children under 18 will no longer be required to isolate but encouraged to take a PCR test. <p>LFT Staff will be encouraged to take twice weekly LFT tests and report the results on line.</p> <p>Updated guidance on 14th January 2022 states: From Monday 17 January, people who are self-isolating with COVID-19 will</p>	<p>Medium</p>	<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> ➤ Ensuring that pupils, staff and other adults do not come into the school 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). ➤ All schools must follow this process and ensure all staff are aware of it. ➤ 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) or Staffordshire 6 symptoms, they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). ➤ Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive. ➤ 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 	<p>HT/TS TS TS</p>	<p>Medium</p>
--	---	---	---------------	--	--------------------------------------	---------------

		<p>have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be <u>reported to NHS Test and Trace</u>.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p>		<p>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.</p> <ul style="list-style-type: none"> ➤ 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). ➤ As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital. ➤ Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> ➤ the symptomatic person subsequently tests positive ➤ they develop symptoms themselves (in which case, they should arrange to have a test) ➤ the symptomatic person subsequently tests positive they are requested to do so by NHS Test and Trace or the PHE 	TS SWH	
--	--	---	--	--	---------------	--

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed.	What is the risk rating now – H, M, L? See section 5
				advice service (or PHE local health protection team if escalated)		

		<p><u>Confirmed cases of Covid amongst the school community</u></p> <p>Currently following latest government guidance on testing and self-isolation, and consultation with PHE.</p>	<p>High</p> <p>Medium</p>	<p><u>Confirmed cases of Covid amongst the school community</u></p> <p>Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance. HT/JC/SWH</p> <p>1.If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</p> <p>2.If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.</p>	<p>HT</p> <p>HT</p>	<p>High</p> <p>Medium</p>
--	--	--	---------------------------	--	---------------------	---------------------------

Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> ✓ Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help ✓ Mental health is included under line management. ✓ Line managers will maintain regular contact with staff members during this time. ✓ Additionally, HT undertake welfare checks with each member of staff. ✓ Regular communication of mental health information and open door policy for those who need additional support ✓ Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ 	Low	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> ➤ Staff Resources available to deal with any increase in pupil's mental health issues. HT/LM's extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. ➤ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. ➤ The Mental Health & Wellbeing Lead has a whole school programme to support staff and pupils during the recovery phase and beyond. HT/LW/JG 	ongoing	Low
			Medium		reviewed and ongoing	Medium

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed.	What is the risk rating now – H, M, L? See section 5
		Equipment <ul style="list-style-type: none"> ➤ Sharing of classroom based resources is permitted if cleaned regularly, including PE equipment and computer equipment. ➤ Photocopiers can be used, but staff are directed to use the ICT suite machine. 				

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓						

If any are ticked a specific risk assessment form must be completed separately. For example: a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Print Name: Lisa Wilbraham-Jones

Position: Head Teacher

Date Assessed: 19.07.2020

Review Date: Continual – based on daily DfE/Government updates

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Version control			
Version Number	Date issued	Author	Update information
V1.0	15.05.2020	L Wilbraham-Jones	First published version
V1.2	18.05.2020	L Wilbraham-Jones	Terminology
V1.3	19.05.2020	L Wilbraham-Jones	Consultation with SCC and LGB
V1.4	13.07.2020	L Wilbraham-Jones	Updated in preparation for full opening in September
V1.5	16.07.2020	L Wilbraham-Jones	Consultation with LGB
V1.6	30.08.2020	L Wilbraham-Jones	Updated in preparation for full opening in September
V1.7	04.11.2020	L Wilbraham-Jones	Updated in response to updated government guidance
V1.8	03.11.2020	L Wilbraham-Jones	Updated in response to updated government guidance
V1.9	15.12.2020	L Wilbraham-Jones	Updated in response to updated government guidance- following Chief Medical Officer announced a change from 14 days to 10 days for self-isolation as a contact of a positive case
V2.0	03/01/2021	L Wilbraham-Jones	Updated in response to updated government guidance-staff who are pregnant, use of face coverings, clinically extremely vulnerable pupils, clinically extremely vulnerable staff, wraparound provision and extra-curricular activity, physical activity in schools
V2.1	05/01/2021	L Wilbraham-Jones	Updated in response to national lockdown and the requirement to provide keyworker school and home learning.
V2.2	22/02/2021	L Wilbraham-Jones	Updated following Government announcement of school reopening on 8 th March.
V.2.3	25.06.2021	L Wilbraham-Jones	Reviewed after Government announcement on 21 st June 2021. We

			await guidance for school reopening in September 2021.
V2.4	19.07.2021	L Wilbraham-Jones	Reviewed after 19 th July 2021.
V2.5	14.01.2022	L Wilbraham-Jones	Reviewed after 14 th January 2022.