

Sancton Wood School						
Covid 19 Risk Assessment						
Date: 31st October						
Review Date: 31st December 2021						
RISK	HAZARD	WHO COULD BE AFFECTED	CONTROL MEASURES	SPECIFICS	RESPONSIBLE PERSON	RESIDUAL RISK
Spread of Covid 19 Virus	Transmission of Covid within school environment	Pupils, Staff	Educate all staff on all measures within the risk assessment	Provide staff with a copy of the risk assessment and associated protocols / procedures Staff to be made aware of new guidance as and when this is updated.	Richard Settle L Maynard	Low Low
			Staff and / or Pupils with symptoms must self isolate whilst awaiting the result of a PCR test and then follow the advice of NHS Test and Trace. The school should be kept informed at all stages.		L Maynard	
			Ensure pupils receive regular reminders with regards to hand washing. Hand washing to take place as follows on arrival and departure before and after lunch, when using specialist classrooms	Posters in place around school. Pupils reminded as required. Additional sinks to be provided externally at entrances. Hand sanitizer stations at entrances and in classrooms.	All Staff	Low
			Pupils within the senior building and all staff to wear face coverings whilst in communal areas and moving about the buildings	Reminders to staff in Bulletin and staff meetings. Pupils reminded by teachers, letter to parents	Heads of School	Medium
			Provide PPE for staff who undertake intimate care or who are caring for anyone who shows symptoms	Face shields, masks, gloves and aprons available in school.	L Maynard	Medium
			Classes to be grouped as Bubbles. Contact with other bubbles to be avoided as much as possible.	Bubbles created as follows: R/Y2, Y3&Y4, Y5&Y6, Y7&8, Y9/Y11	Heads of School	Med / Low
			Parents to drop pupils off outside to prevent parents congregating or entering the school building. Pupils to enter via specific entry points.	ensure staff on duty to direct pupils into school building or playground.	Heads of School	Medium
			When practical windows and internal doors to classrooms will remain open at all times for ventilation. CO2 monitors will be installed around the school for reference and checking of air quality.			
			Practical PE Lessons	Where possible PE lessons to take place outside.		Low
			One to One Support will continue as normal.			
			Assemblies	Assemblies will be held in the hall by Bubbles, assemblies will be limited to no more than 30 minutes and the windows and doors will remain open whenever possible. There will be no intimate indoors whilst in bubbles.		
			Transport	Use of transport should be kept to a minimum and where possible should be dedicated transport where pupils from each bubble travel together.		
				Where public transport is to be used i.e. for visits. Government guidelines for public transport should be followed. It is recommended that pupils will wear masks. Additional staff may be required to supervise groups as they will be wider spread.		
			Close Contacts who are contacted by NHS Test and Trace: Pupils and double vaccinated staff must report the contact to the school and take a PCR test as soon as possible. Whilst awaiting the results, they may attend school but must take the additional precautions of wearing a face covering. Unvaccinated staff must self isolate for a period of 10 days as per the current government guidance.	Staff to be made aware of new guidance as and when this is updated.	L Maynard	
	Staff and pupil bags and equipment	Pupils, Staff	Any equipment brought into school is kept to a minimum.			Medium
			Staff and Pupils to only use their own equipment.	Sharing of equipment should be discouraged. Water bottles clearly labelled.	Heads of School	Medium
				Class based Resources i.e. textbooks can be used and shared within the bubble.		
				Shared specialist equipment i.e. sports, science art needs to be cleaned regularly or rotated in and out of use.		Medium
	Transmission of virus on hands	Pupils, Staff	Hand washing facilities with soap and water in place.	Hand washing facilities at each site are at suitable external points	L Maynard	Med / Low
				Teachers to ensure that pupils clean hands by washing before and after each break including lunchtime and on each occasion a pupil or staff member leaves or enters the class	Heads of School	
				Gel sanitiser to be available in each classroom.	G Lomax	
			Remind staff and pupils to wash their hands for at least 20 seconds	Posters in place around school as a reminder to staff and pupils	G Lomax	Med / Low
			Drying of hands with disposable paper towels	place paper towels near sinks and provide bins with lids for disposal.	G Lomax	Med / Low
			All hand driers to be isolated until further notice.		G Lomax	Low
			Cleaning will take place on a daily basis, the whole building will have a fog clean each half term, or should someone be tested positive or after an open event.	Liaise with cleaners to ensure they are fully aware of cleaning regime required, schedules and timings.	G Lomax	Med / Low
			Clean all toilets regularly throughout the day.	Additional Housekeeper employed for three hours per day to clean communal areas and toilets.	G Lomax	Med / Low
			Specialist Classrooms	Cleaning to involve wiping down of all surfaces including door handles, toilet seats and sinks	G Lomax	Med / Low
	Transmission of virus on clothing	Pupils, Staff	Brief Pupils and Staff that clothes should be washed regularly.	Specialist classrooms to be cleaned regularly and surface wiped between each class.	G Lomax	Med / Low
	Asymptomatic Virus	Pupils, Staff	Ensure symptoms are known to school community. Brief staff on how to advise pupil / parent on testing for pupils displaying known Covid symptoms	School uniform to be worn. PE kit to be taken home and washed after each lesson. Poster to be posted around school and in newsletters. Document saved on school intranet	G Lomax L Maynard	Med / Low Low
			Staff Testing using Rapid Flow Antigen tests at home twice per week	All staff including site and catering staff will be issued home test kits	L Maynard	
			Check temperatures of staff and pupils if reporting as unwell	Use of non contact thermometer to check temperatures. Register temperature checks. Temperature should be below 37.8 degrees	Heads of School	Med / Low
				Staff to follow school protocol for dealing with suspected corona virus case	Heads of School	
	Visitors and Showrounds	Pupils, Staff	Ensure staff / pupils with symptoms know to self isolate or for those double vaccinated ensure a PCR test is taken asap. Visitors to the school should be asked to sign in and leave contact details on arrival at school. They should also be asked to declare if they have had symptoms in the last 48 hours.	Guidance to be regularly posted in school newsletters, assemblies All visitors to be handed guidance on arrival. Visitors to wear face masks at all times, this includes parents attending events who should also maintain a distance of 2m.	Richard Settle L Maynard / Office Staff	Med / Low Low
			Visits should be timed so as not to coincide with lesson changes, breaks and lunchtime. Events should be kept to a minimum and all attendees will maintain a social distance of 2m and wear face coverings. No events of more than 30 people to be held.	All attendees to be handed guidance on arrival. Visitors to wear face masks at all times, this includes parents attending events who should also maintain a distance of 2m.	Event Organiser	Medium
	Pen Music Teachers	Pupils, Staff	Peripatetic Staff to follow schools guidelines, social distancing to be maintained at all times. Pupils to use own instruments only.	Briefing to be made to all Pen Staff in advance of lessons on school procedures.	Head of Department	Low
Staffing levels are low	Ratios not correct for age group	Pupils, staff	use of staff from other year groups or roles to improve ratios	ensure current regulations for First Aid are still met	Heads of School	Med / Low
Staff Wellbeing	Key staff / Class Teachers not available	Pupils, staff	use of staff from other year groups to teach in school		Heads of School	Med / Low
	Staff feel anxious about travelling to and from work on public transport / taxis with children during the epidemic	Staff	Ensure appropriate PPE for any staff performing roles which will require it. Set out all health and safety procedures clearly to allay anxieties wherever possible		L Maynard	Low
	Staff wellbeing is compromised due to the return to the school building		Ensure current arrangements for staff wellbeing are functioning appropriately		Hannah Settle	Low
			Ensure staff are aware of any additional wellbeing procedures		Richard Settle	
	Pupil Wellbeing	Pupils	Ensure current arrangements for pupil wellbeing are functioning appropriately.		Hannah Settle	Low
			ensure pupils considered to be vulnerable are fully supported (increased counselling sessions, etc.)		Hannah Settle	
			consider the changed needs of the school community as a whole - be aware of any bereavements, children of key workers and other considerations (look into any training necessary)		Richard Settle	
			Enhance curriculum provision for well-being as appropriate		Heads of School	
			Ensure staff are aware of any additional wellbeing procedures		Heads of School	
			Provide appropriate support to staff.		Hannah Settle	
First Aid Incidents	First Aid required to pupil / illness	Pupils, Staff	Ensure trained first aider are available at all times	List to be displayed in school	G Lomax	Low
			Ensure PPE is worn when issuing first aid	As a minimum gloves and mask should be worn, aprons may be appropriate	Heads of School	Low
			Ensure parents are consulted before a pupil is sent to hospital		Heads of School	Low