

**Wokingham Borough Council**  
**RISK ASSESSMENT**

<b>LOCATION/ACTIVITY/ISSUE BEING ASSESSED:</b>	COVID-19 Operational Risk Assessment from 1 <sup>st</sup> September 2021	
<b>SCHOOL:</b>	Aldryngton Primary School	
<b>NAME OF ASSESSOR(s):</b>	Mark Wieder and Caroline Fenning	
<b>DATE OF ASSESSMENT:</b>	1 <sup>st</sup> March- Updated due to the new guidance being released and re-entering the Contingency Framework	
<b>DATE FOR REVIEW:</b>	Annual or change in Public Health England or Department for Education guidance	
<b>APPROVED BY:</b>	Signature: Mark Wieder Name: Mark Wieder	Date: 1 <sup>st</sup> March 2022

<b>SUMMARY (* delete as appropriate)</b>
Risk level <b>without</b> additional controls: HIGH
Additional control measures required: YES
Risk level <b>with</b> additional controls: LOW

<b>What are the significant hazards?</b>	<b>What could go wrong? Who could be harmed and how?</b>	<b>What's already being done to control risks?</b>	<b>What additional controls are needed?</b>	<b>By who?</b>	<b>By when?</b>	<b>Date completed</b>
Staff awareness of risk assessment and current procedures to ensure safety	Staff and children could catch COVID-19 due to not following procedures outlined in risk assessment.	<p>Previous risk assessments consulted and shared with staff.</p> <p>Agreed roles for staff with timetables in place.</p> <p>Weekly staff and team meetings to go ahead via Teams/ on site to keep staff connected and share updated messages. Rooms to be ventilated</p> <p>Continued use of list email groupings for emergency messages 1 whole staff mailing list now being used to communicate key messages.</p> <p>Pregnant women to have two risk assessments – 1 related to CV19, 1 to their pregnancy. Unvaccinated pregnant women of any gestation should follow the latest medical advice.</p>	Review risk assessment in line with proposed government changes	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure due to poor hygiene	Staff and children could catch COVID-19	<p><u>Processes</u></p> <ul style="list-style-type: none"> <li>All adults and children must follow hand hygiene guidance.</li> <li>Pupils re-taught handwashing and cough / sneeze techniques. The e-Bug Covid 19 website contains materials to support the teaching of appropriate hygiene.</li> </ul>	Review risk assessment in line with proposed	SLT	Annual or change in Public	

	due to poor hygiene	<ul style="list-style-type: none"> <li>Regular reminders re hand washing and social distancing</li> <li>Children required to sanitise their hands regularly throughout the day using soap and water as often as possible: on arrival at school, before eating, after break, at lunchtime, at the start of the afternoon and at home time. When soap and water methods are not possible hand sanitiser will be used. Supervision provided for younger pupils.</li> <li>Younger children in particular to be reminded of the need to refrain from touching their faces or putting objects in their mouths.</li> <li>Good housekeeping generally – reduce clutter and touch points</li> </ul> <p><u>Stock</u></p> <ul style="list-style-type: none"> <li>Paper products and cleaning products stock to be checked regularly by both the site controller and lunchtime cleaner.</li> <li>Required stock ordered by the SBM</li> <li>Checks carried out at the end of the day as a minimum</li> <li>Adults to report any shortages during the course of the day</li> <li>General - posters displayed for hand washing and maintain social distancing laminated and placed in each area with taps and classrooms</li> </ul> <p><u>Clothing</u></p> <ul style="list-style-type: none"> <li>Children to wear layers due to additional ventilation in the classroom.</li> <li>Long hair to be tied back</li> <li>Face masks can be worn, but their use is not recommended and must be managed independently and safely by the pupils. Any left unattended will be disposed of safely.</li> <li>If a child is wearing a face covering then this will need to be worn safely – hands to be cleaned before and after touching them, if removed these need to be stored in a sealed plastic bag or disposed of in a black bag in a lidded bin. If a child is not using a mask safely then staff may ask them to remove it, if needed parents will be asked to impose this.</li> <li>Lost property – to be kept in classroom areas. Named items – children to come and collect.</li> <li>Unnamed items will be disposed of on a regular basis</li> </ul>	government changes.		Health England or Department for Education guidance	
Risk of exposure due to poor cleaning	Staff and children could catch COVID-19 due to poor cleaning	<p><u>General cleaning – personal</u></p> <ul style="list-style-type: none"> <li>Gel dispensers provided in all classrooms</li> <li>Soap and water to be used when possible – i.e. at end of indoor eating time as this will be a naturally staggered process</li> <li>Dispensers checked and topped up everyday</li> <li>Hand washing posters to be checked and replaced</li> <li>Teachers to re- teach good handwashing with each new intake</li> <li>All visitors and site users to apply gel before gaining access to the school building.</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for	

		<p><u>General cleaning-inside routines and provision</u></p> <ul style="list-style-type: none"> <li>Existing cleaning arrangements to continue</li> <li>Additional cleaner employed to carry out CV19 cleaning in the middle of the school day – key focus touch points in all areas and replenishing supplies in toilet areas</li> <li>Middle of day cleaning to include touch points throughout the school / staff and pupil toilets / entrance area / staffroom and checking supply levels in toilets – soap, paper towels and hand sanitiser</li> <li>Dinner staff to wipe tables before children eat their lunch and again afterwards</li> <li>Keep classroom door and windows open for air flow. In the event of cold weather, window should remain open, but the degree of opening can vary in line with the temperature inside the classroom.</li> <li>Cleaning products in all classrooms but out of reach of children</li> </ul> <p><u>General cleaning-outside</u></p> <ul style="list-style-type: none"> <li>All external touch points to be cleaned regularly</li> </ul>			Educational guidance	
Risk of exposure due to not using PPE appropriately	Staff and children could catch COVID-19 due to not using PPE appropriately	<ul style="list-style-type: none"> <li>Gloves and face masks available to all staff – contact school office</li> <li>Pupils will be allowed to wear face masks but staff are not to assist with them. Pupils must have a sealable plastic bag for storage of their masks. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</li> <li>Staff may choose to wear face coverings in communal areas if they wish. However, at times of outbreaks, wearing of face coverings in communal areas and corridors is strongly encouraged.</li> <li>Staff are not ordinarily expected to wear face coverings when delivering lessons, but staff may choose to do so if they wish.</li> <li>Face coverings do not need to be worn outdoors, but staff may choose to wear them if they wish.</li> <li>Provisions in class to be allocated and maintained</li> <li>Office hatch covered by a Perspex screen</li> <li>Drop off boxes for letters etc</li> <li>Use of online payment in preference to cash</li> <li>PPE provisions topped up daily.</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Educational guidance	
Risk of exposure due to poor ventilation of rooms	Staff and children could catch COVID-19 due to not having sufficient	<ul style="list-style-type: none"> <li>All rooms used by children and staff to be fully ventilated throughout the school day. This includes toilets that have windows, the staffroom, hall and classrooms.</li> <li>Staff and children encouraged to wear additional layers of clothes on colder days.</li> <li>On cold days, rooms remain ventilated, but the degree of window opening will be reduced. Windows will then be open fully during break and lunch time periods whilst children are outside.</li> <li>CO2 monitors to be used where appropriate once they have arrived on site.</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or	

	ventilation				Department for Education guidance	
Risk of exposure due to poor vigilance of symptoms	Staff and children could catch COVID-19 due to poor vigilance of symptoms.	<ul style="list-style-type: none"> <li>All staff to monitor pupils for signs of CV19 - temperature and persistent cough, symptoms now include loss of taste and smell</li> <li>Use of remote thermometer to check temperature of pupils for whom we have concerns</li> <li>Pupils with symptoms sent home ASAP and asked to keep school informed about their health</li> <li>Isolation space – Deputy Head's office using the hard plastic chairs best suited for cleaning purposes. The room should be ventilated.</li> <li>Cleaning to take place in the isolation room between suspected cases as well as all known touch points.</li> <li>Families informed of confirmed cases and advised to engage in testing where identified as a close contact.</li> <li>School to follow PHE / DfE guidance</li> <li>Any staff developing signs of CV19 will be directed to self-isolate and seek a test.</li> <li>All staff to report suspected CV19 in their household as a priority and are strongly encouraged to begin daily lateral flow testing</li> <li>No pupil, staff member or parent required to self-isolate will be allowed back in school until the quarantine period has been served. Currently, the earliest a child/ staff member could return would be day 6, providing that there have been two negative lateral flow test results at least 24 hours apart. Lateral flow testing should then continue on days 7, 8, 9, 10 prior to coming into school.</li> <li>Staff and families encouraged to use the twice weekly lateral flow tests.</li> <li>Where children have been identified as a close contact or a member of the household has tested positive, close contacts over the age of 5 years and adults that have been at least doubly vaccinated are strongly advised to complete a daily lateral flow test for 7 days and can continue to attend the setting as long as they continue to test negative. Children below the age of 5 do not have to test daily if they are a close contact. In the event of lateral flow tests being unavailable, families would be encouraged to engage in remote learning.</li> <li>In the event of a rapid rise in cases in a close contact group, additional advice from Wokingham will be sought. This may result in measures such as a request for daily lateral flow testing.</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure at the start/		<ul style="list-style-type: none"> <li>Maintain soft start arrival between 8:40-8:50 and one way travel around the field. Parents to socially distance where possible and avoid going to the classroom door. Foundation Stage enter at own gate.</li> </ul>				

end of the day		<ul style="list-style-type: none"> <li>Gates open at 3:05 with collection at 3:15pm. Adults to socially distance whilst waiting to collect their child from the zoned area of the playground. Adults and children to follow the one way system.</li> <li>Face coverings are encouraged to be worn by all adults on site during drop off and collection, but are no longer mandatory.</li> <li>Office to be only visited when not possible to communicate over the phone or email. Face coverings to be worn.</li> <li>Office will distribute lost/ forgotten items, but will not call for adults to bring in items (unless it is a forgotten lunch or glasses).</li> <li>Parents to socially distance, wear face coverings and promptly leave the site when collecting children at the end of the day.</li> </ul>				
Risk of exposure during lessons and learning time		<ul style="list-style-type: none"> <li>Singing should only happen when children are front facing with maximum ventilation.</li> <li>Assemblies will be virtual until further notice</li> <li>P.E. lessons where possible, should be outside. Where this is not possible, the hall should be fully ventilated.</li> <li>Where children change place, this should be wiped down.</li> </ul>				
Risk of exposure at break and lunch time		<ul style="list-style-type: none"> <li>Where there are positive cases, the team group is isolated from other team groups on the playground/ field.</li> <li>Each team/group to have designated equipment. Children to wash hands before and after using.</li> <li>Where using climbing equipment on their rota, children should sanitise hands before and after using.</li> </ul>				
Risk of exposure in clubs		<ul style="list-style-type: none"> <li>Clubs should be contained within teams.</li> <li>Children should sanitise/ clean hands on arrival to the club.</li> <li>Club registers should be taken .</li> <li></li> </ul>				
Risk of harm due to abuse of children during a potential temporary closure period or isolation period.	Children at increased risk of abuse as not seen in school regularly.	<ul style="list-style-type: none"> <li>Safeguarding Policy 2021 to be used throughout the school closure/ isolation period.</li> <li>CPOMS to be used to record and monitor any concerns raised.</li> <li>School to maintain a vulnerable pupil list where safeguarding concerns exist and monitor pupils on a least weekly basis.</li> <li>In the case of closure/ isolation school will contact the social workers allocated to any vulnerable children</li> <li>The school will provide pastoral support (where appropriate) via Teams/ calls during any periods of closure/ isolation</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	

Risk of exposure during a performance/ sports event/ school tour	Staff, children and families could catch COVID-19	<ul style="list-style-type: none"> <li>Clear segregation between children and any parents on site. It will not be possible for children to approach parents before/ after the performance or sports event.</li> <li>The school reserves the right to decide which events could facilitate spectators on an individual event basis. This will depend on the outcomes of the individual risk assessment for each event which will determine this. This risk assessment will also determine whether face coverings should be worn or not. Current staffing capacity will be considered when deciding whether we can facilitate spectators or not for specific events, particularly indoor events</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	
Risk of exposure due to not being vaccinated	Staff, children and families could catch COVID-19	<ul style="list-style-type: none"> <li>Staff and eligible pupils are strongly encouraged to take up the offer of a vaccine and subsequent boosters.</li> </ul>	Review risk assessment in line with proposed government changes.	SLT	Annual or change in Public Health England or Department for Education guidance	

REVIEWS AND REVISIONS					
Review date	Name of Assessors	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Headteacher	Date of next review
29 <sup>th</sup> September	Mark Wieder and Caroline Fenning	Yes- with additions made after meeting threshold status in contingency framework	Additional adjustments highlighted in yellow	Mark Wieder	1 <sup>st</sup> November
20 <sup>th</sup> October – to be implemented from 1 <sup>st</sup>	Mark Wieder	Yes- with some additions and adaptations on leaving contingency	Additional adjustments highlighted in purple	Mark Wieder	Change in status

November		framework.			
18 <sup>th</sup> November	Mark Wieder	Yes- with some additions and adaptations made on re-entering the contingency framework	Additional adjustments highlighted in blue	Mark Wieder	Change in status
3 <sup>rd</sup> January	Mark Wieder	Yes- with some additions and adaptations on leaving contingency framework and updated national guidance	Additional adjustments highlighted in green	Mark Wieder	Change in status
27 <sup>th</sup> January	Mark Wieder	Yes- with some adaptations after end of Plan B government changes and re-entering the Contingency Framework	Additional adjustments highlighted in grey.	Mark Wieder	Change in status
1 <sup>st</sup> March 2022	Mark Wieder	Yes- with some adaptations and deletions of previous points no longer relevant	Additional adjustments highlighted in red	Mark Wieder	Change in status