

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>Buildings</b>		
<ul style="list-style-type: none"> <li>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.).</li> <li>Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</li> </ul>	<p>All carried inline with annual maintenance program</p> <p>In Place and reviewed during lockdown to reflect new practices</p>	<p>Aug 20 &amp; Jan 21</p> <p>Aug 20 &amp; Jan 21</p>
Increase Ventilation where possible.	Windows in rooms to be kept open where possible. Doors to outside to be kept open where possible. Staff reminded about maximizing ventilation. All staff informed via Inset Day 4.1.21, staffroom board. ICT Suite Shutters and windows to be opened every morning by the caretaker.	Aug 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room.</li> </ul>	Blue room near main reception to be used. Staff to be reminded.	01/08/2020 & Jan 21
<ul style="list-style-type: none"> <li>Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> </ul>	Review stock levels weekly. Weekly meeting with cleaning team.	ongoing
<ul style="list-style-type: none"> <li>Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> </ul>	All classrooms have stations near sinks. Bins are present in every classroom and by sinks.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>Provide sufficient tissues in all rooms.</li> </ul>	Tissue boxes in all classrooms. Posters at each station about Catch it Bin it Kill it.	01/09/2020 & Jan 21

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<ul style="list-style-type: none"> <li>• School site can be split into separate zones where groups of pupils can remain to minimise mixing.</li> </ul>	Where possible external doors to classrooms to be used for entry and exit. Soft opening times. Playtimes and lunchtimes to continue to be staggered so the playground can be zoned. Staff to made aware of this. Staggered end to the day with Year 5 and Year 6 leaving from different doors. Year 3 and Year 4 leave through different gates to avoid contact.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required.</li> </ul>	Staffrooms to be reallocated after lockdown on 5.1.21. Staffrooms for each year to be the year group classroom that is not being used. This will help reduce mixing of bubbles. This is possible due to less children being in school.	Jan-21
Year group Bubbles remain in classrooms/practical area. PE lessons taken outside or in hall on a timetable. No mixing of bubbles.	Staff to be reminded of the areas that they can use as a bubble i.e. classrooms/practical area that are to be used for each Bubble	Jan-21
<ul style="list-style-type: none"> <li>• Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes).</li> </ul>	All meals to be eaten in classrooms. School lunches delivered to classrooms. Only FSM pupil having school packed lunch. To be reviewed week commencing 11.1.21 after Government guidance updated i.e. schools should provide meals for children attending school.	Jan-21
<ul style="list-style-type: none"> <li>• Evaluate the capacity of rooms and shared areas.</li> </ul>	Shared areas such as playground/field are zoned and time table drawn has been drawn up for use.	Sep 20 & Jan 21
<ul style="list-style-type: none"> <li>• Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc.</li> </ul>	-Due to a reduction in the number of children on site and school meals being packed lunches rather than hot meals there is not need to stagger sittings. However, the use of the playground at lunchtime is still staggered.	Sep-20
Lunchtime shared areas are zoned	Playground is zoned to prevent mixing of Bubbles	Jan-21
<ul style="list-style-type: none"> <li>• Consider door signs mounted to identify max number in room / toilets at one time.</li> </ul>	Classes to be assigned toilet blocks. Classroom staff to manage this.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• COVID-19 posters/ signage displayed.</li> </ul>	Signage board to be placed outside main reception area each morning. Office manger to walk the site to check that there is still adequate signage around the site.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.</li> </ul>	External entrances to be used. Each Yr. group has on Entrance/Exit Doors. At the end of playtime and lunchtime year 4 classes to come in after year 3 to avoid meeting in the cloakroom area.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Consider one-way system if possible for circulation around the building.</li> </ul>	Main corridor is marked off with arrows.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.</li> </ul>	Main corridor to be marked off with arrows. Reception area has restriction of one person at a time in the area. Reapply arrows if missing in corridors.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• In areas where queues may form, put down floor markings to indicate distancing. Area restricted to one person at a time within it.</li> </ul>	Reception area to be restricted to one person/family at a time.	01/11/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Can separate doors be used for in and out of the building (to avoid crossing paths).</li> </ul>	Main gates to have directional signage on them with an in and an out on each. Side gate near library(Y6) and lettings door(Y5) used for exit. Y3 use main blue door and Y4 use door from Kingfishers Classroom. Main gates have directional signage on them with staff manning the two gates. One way system manage by staff to ensure parents are adhering to it.	Sept 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>• Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.</li> </ul>	All doors are propped open where possible.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> </ul>	External doors to be used where possible.	01/09/2020 & Jan 21

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<ul style="list-style-type: none"> <li>• Organise classrooms for maintaining space between seats and desks.</li> </ul>	Yes staff to be reminded of this. Pupils to be spaced out in classrooms and use their named trays for their books/pencil cases etc. During lockdown (Term 3) children to be spaced 2m+ apart if possible. If this is not possible, children to be distanced as much as possible in the classroom at their desks. Desks to be reallocated to enable this to happen.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Arrange desks seating pupils side by side and facing forwards. Keep area near teachers desk clear and well spaced from pupil desks.</li> </ul>	Yes staff to be reminded of this. See action above.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Inspect classrooms and remove unnecessary items and furniture to make more space.</li> </ul>	Completed and maintained.	01/08/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.</li> </ul>	Extra cleaning program in place at lunchtime for all high touch areas. Taps, toilets, tables in whole school , office where there is high traffic.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Timetabling and lessons</li> </ul>	Pupils not moving around rooms. Year 5 to have access to the computer suite all other year groups to use I-pads in class to avoid movement around the school.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</li> </ul>	Soft opening 8.40-8.55am . Several entrances and exits in use. Staggered endings to be removed during lockdown 6.1.21 due to the number of children on site. Children still leaving at separate exit points.	Sept 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>• Stagger break times and lunch times to avoid mixing and time for cleaning surfaces.</li> </ul>	Playground / field to be zoned . All meals taken in classrooms. Playtimes and lunchtimes to be staggered.	Sept 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>• When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits.</li> </ul>	Timetable of use for hall. Year 5 to use computer suite for computing. The rest of the school to use ipads in the classroom to avoid movement around the school.	01/11/2020 & Jan 21
<ul style="list-style-type: none"> <li>• Prepare arrangements to allow remote learning to take place</li> </ul>	Microsoft Teams in place. Review and update Remote Learning Policy.	Aug 20 & Nov 20 & Jan 21

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<b>Policies and procedures</b>		
<ul style="list-style-type: none"> <li>Update policies to reflect changes brought about by COVID-19, including:</li> </ul>		
• Safeguarding/child protection	Yes To be reviewed in light of national lockdown 6.1.21	Sep-20
• Behaviour	Yes. To be reviewed in light of impact of COVID 19.	Sep-20
• Curriculum	Yes Remote Learning policy to be reviewed.	Sep-20
• Special educational needs	Yes	Sep-20
• Visitors to school	Parent meetings virtual only. RA for all other visitors. No visitors into school unless for Safeguarding concerns, sports coaches, to provide educational support or interventions.	Sept 20 & Nov 20 & Jan 21
• Ensure website is compliant with regards to the publishing of policies.	Yes.	ongoing
• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.	Statement on e reception.	01/09/2020 & Jan 21
• Governing boards and school leaders to have regard to staff (including the head teacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.	Governors to be sent a copy of RA. Staff to be provided with RA and asked to sign to say they have read and understood it so they respect the measures in place to help all staff feel safe in school.	Sept 20 & Nov 20 & Jan 21
<b>Response to any infection</b>		
Testing kits available from school for pupils/staff not able to access testing sites.	Kept in Schools Office and all SLT aware.	01/09/2020 7 Jan 21
Covid Incidents Tracker Spreadsheet in use	T Drive & SLT aware. Tracey Law to lead the tracking of this.	01/11/2020 & Jan 21
Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.	SLT have copies. File on T drive with details too. Posters displayed around school for staff.	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>Plan how to inform staff members and parents/ carers that they will need to be ready and willing to:</li> </ul>		
• book a test if they are displaying symptoms;	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	01/09/2020 & Jan 21
• inform the school immediately of the results of a test;	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	01/09/2020 & Jan 21
• provide details of anyone they have been in close contact with;	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	01/09/2020 & Jan 21
• self-isolate if necessary.	Yes in staff meeting. General advice to be shared with staff on an ongoing basis.	01/09/2020 & Jan 21

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<b>Employees</b>		
<ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.</li> </ul>	Week commencing 4.1.21 continue to review and adapt practice together as a team.	Jan-21
Staff involved in the procedures in place during third lockdown. All staff received letters from the Deputy Head teacher reviewing the processes that are in place. All staff are able to talk to her in confidence.	Review all processes for staff. Timetable staff rotas to meet the needs of the children and to follow instructions from the Government to provide high quality remote learning with feedback and to provide in-school places for vulnerable children and those of critical workers.	Jan-21
<ul style="list-style-type: none"> <li>Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments.</li> </ul>	RA in place for individual staff members . Actions from these in place. Review RA for individual members of staff in January 2021. Guidance on third lockdown taken into account.	Sept 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> </ul>	Whole school staff meeting to be held Tuesday 5 Jan 2021 via Teams. All staff to work in Year Group Bubbles, led by teachers. Updates disseminated via emails and verbally via teachers/deputy .	Sept 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>Regular staff briefings.</li> </ul>	As and when Government Guidance is updated. Information to be shared by email or in person.	ongoing
<ul style="list-style-type: none"> <li>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> </ul>	Deputy Head and Class Teacher/Line Manager.	ongoing
<ul style="list-style-type: none"> <li>Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> </ul>	ALL STAFF	ongoing
<ul style="list-style-type: none"> <li>Information shared about testing available for those with symptoms.</li> </ul>	Staff Meeting Tues 1 Sept	01/09/2020 & Jan 21
SLT teachers and TP to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).	Pupils have individual pencil cases and resources: Resources for all pupils to be reviewed and replenished: i.e. pens pencils rulers sharpers rubbers. Use of resources for computing to be reviewed (i.e. I-pads or computer suite / Year 5 computer suite - rest of school I-pads). Adults to use Anti Bac wipes to wipe down shared resources between use. Shared PE equipment to be wiped down and left as long as possible before being used by a different bubble. Playground trim trail & exercise equipment out of bounds.	Sept 20 & Nov 20 & Jan 21
<ul style="list-style-type: none"> <li>Identify and plan lessons that could take place outdoors.</li> </ul>	SLT	01/09/2020 & Jan 21
<ul style="list-style-type: none"> <li>Consider how online resources can be used to shape remote learning.</li> </ul>	Inset day focus 5.1.21. Weekly meeting with staff to review and improve the use of TEAMS to support Remote Learning, Provide additional training for the staff on TEAMS. Increase the number of children who are accessing on line resources by removing any technical barriers i.e. no internet, no device, confidence.	Sep-20
<ul style="list-style-type: none"> <li>Action has been posted against a national lockdown situation.</li> </ul>	There is no requirement for primary schools to provide live teaching. As a school we will plan to pre-record learning support and post videos to support our children.	Jan-21

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<b>Parents/pupils</b>		
• Review EHCPs where required.	Done inline with current guidance. Review EHCPs on line with parents and other professionals. Awaiting updates from the County regarding provision during this lockdown (6.1.21).	01/09/2020 & Jan 21
• Communicate to parents on the preventative measures being taken.	Send letter out to all parents who have children coming into school. Home School Agreement to be sent out to parents who have accepted places at school during third lockdown.	Jan-21
• Post the risk assessment or details of measures on school website.	Yes. Upload updates January version to website.	Sept 20 & Nov 20 & Jan 21
• Parents and pupils informed about the process that has been agreed for drop off and collection.	Send letter to parents who have critical worker/vulnerable places in school with procedures that are in place.	Sept 20 & Nov 20 & Jan 21
• Ensure parents have a point of contact for reassurance as to the plans put in place.	At the end of every correspondence to parents always encourage them to contact us by email or phone if they have any questions or concerns. Office manned 8.15-4.00 daily. Create and disseminate year group emails to parents to be used to contact staff directly.	Jan-21
• Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.	Continue to provide all resources the children will need in school. Continue to limit children to just bring in lunch boxes and water bottles.	01/09/2020 & Jan 21
• Lunch Bags only are allowed.	Remind parents that just plastic bags and wipe able lunch bags are allowed.	Sept 2020 & Jan 21
• All pupils told to provide personal equipment (pens, pencils, rulers, rubbers, scissors, pencil sharpeners etc.) to ensure no shared use in class. Reading books used & then isolated for at least 72 hours	Continue to provide all equipment provided by school. Resources to be audited and replenished if necessary.	01/09/2020 & Jan 21
• Parents informed only one parent to accompany child to school.	Continue reminding parents of the expectation and monitor behaviours on site.	Sept 20 & Nov 20 & Jan 21
• Parents and pupils encouraged to walk or cycle where possible.	In letter at start of term. Remind parents that they cannot drive into school to drop off or pick up their children.	Sept 20 & Nov 20 & Jan 21
• Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.	Parents reminded in the agreement send when place for child at school has been accepted.	Sept 20 & Nov 20 & Jan 21
• Staggered drop-off and collection times planned and communicated to parents.	Staggered start times to continue. Collection time 3.10pm different year groups exiting through different doors.	Jan-21
• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).	Text message service with replies available. A member of SLT will speak to parents outside if required. Year group email set up for all parents to use. Pupils can communicate with their teacher through Teams	01/09/2020 & Jan 21
Staff on duty on gate at end of day. Parents reminded to follow one way system and to wear masks. Staff to wear face shields.	All staff to be reminded to wear face shields and social distance.	01/11/2020 & Jan 21
• Communications to parents (and young people) includes advice on transport.	In letter at start of term.	Sep-20

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<b>Others</b>		
• Communication with contractors and suppliers that will need to prepare to support plans(e.g. cleaning, catering, food supplies, hygiene suppliers).	Actions to be continued: contractors not allowed on site during school hours or unless an emergency.	01/09/2020 & Jan 21
Delivery of packed lunches to school for FSM pupils only. Bags dropped off at main reception.	Tables put out to receive the lunches outside.	Jan-21
• Assurances that caterers comply with the guidance for food businesses on COVID-19.	Lunch boxes to be sent from Chalford during lockdown. RA to be requested from Caterlink regarding the preparation of food.	Sep-20
<b>Lettings and non-school users</b>		
No lettings taking place and no non school users on site.	Reviewed in line with Government Guidance for Third Lockdown.	Jan-21

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Control Access and Visitors	School Actions	Date
Access		
• Entry points to school controlled (including deliveries).	Signage in place.	Sept 20 & Jan 21
• Building access rules clearly communicated through signage on entrances.	Signage in place.	Sept 20 & Jan 21
• Soft start at beginning of day so that pupils arrival is more spaced out.	Letter to be sent to all parents who have children attending school. Reviewed regularly.	Sept 20 & Jan 21
• Floor markings outside school to indicate distancing rules (if queuing during peak times).	Review signage in place	Sept 20 & Jan 21
• Screens installed to protect employees in reception. All staff issued with visors to be worn when working in small groups/1:1 with pupils and when face to face with parents/cares at drop off and collection points. Worn to move around the school and to arrive and leave school.	In Place	Aug 20 & Jan 21
• Shared pens removed from reception.	E reception in use. Staff sent details of mobile app. QR code in place for visitors to scan themselves in.	Aug 20 & Jan 21
• QR code system in place for any visitors to sign in. All staff have app on phone to sign in and out.	QR code in place to scan themselves in. Mobile App sent to all staff for remote sign in.	Aug 20 & Jan 21
• Hand sanitiser provided at all entrances. Hand sanitizers in all classrooms.	Yes	Aug 20 & Jan 21
• Sealable plastic bags provided for reusable face coverings to take home with them.	Yes but parents reminded of Government guidance	Aug 20 & Jan 21
• Gathering at the school gates prohibited.	Yes	Aug 20 & Nov 20
• Staff on duty outside school to monitor protection measures.	SLT on duty	Aug 20 & Nov 20
Visitors		
• Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.) Only essential professional visits where a child is in risk or harm if meeting does not take place.	Ensure this is a clear message to all visitors.	Sept 20 & Nov 20 & Jan 21
• Parents/carers and visitors coming in to school without an appointment is not to be permitted.	Reviewed for Third Lockdown.	Sept 20 & Nov 20 & Jan 21
• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.	On e reception	Sept 20 & Jan 21
• Where possible visits arranged outside of school hours.	Yes	Sept 20 & Jan 21
• A record kept of all visitors to assist NHS Test and Trace, including: Name, phone number, date of visit, arrival/departure, member of staff visiting	Yes on e reception	Sept 20 & Jan 21



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Minimise contacts and social distancing	School Actions	Date
Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.		
'Bubbles'		
• Small, consistent groups of pupils split into bubbles.	To maintain school year group bubbles and not group different year groups together.	Aug 20 & Jan 21
• Year groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	• Year groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	Aug 20 & Jan 21
• Where pupil numbers are lower, implement key stage bubbles.	Decision made to keep year groups as bubbles regardless of number	NA
• If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles.	Playground and school to maintain its zoning arrangement for playtime and lunchtimes. Playtime and lunchtime staggered.	Aug 20 & Jan 21
• Keep a record of pupils and staff in each bubble, lesson or close contact group.	• Keep a record of pupils and staff in each bubble, lesson or close contact group.	01/08/2020 & Jan 21
Toast Club operated in Year Group Bubble	Toast Club operated in Year Group Bubble	Jan-21
Breakfast & Afterschool Club not in operation	Breakfast & Afterschool Club not in operation	Jan-21
Minimise mixing		

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• Whatever the size of the bubble, they are to be kept apart from other groups.	Each year group to be set up as a bubble so there is no crossing over between bubbles. Children still have staggered playtime and lunchtimes.	Aug 20 & Jan 21
• Year Groups use the same classroom or area of a setting throughout the day.	Children to work in their classrooms - P.E. will take place outside unless weather permits them to use the hall (no other year group will use the hall that day).	Aug 20 & Jan 21
• Mixing between bubbles kept to a minimum during arrival.	Yes	Aug-20
• Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.	Yes	Aug 20 & Jan 21
• Groups will stay within a specific "zone" of the site to minimise mixing.	Yes	Aug 20 & Jan 21
• The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.	Yes	Aug 20 & Jan 21
• Large gatherings such as assemblies or collective worship with more than one group to be avoided.	No physical assembly	Aug 20 & Jan 21
• Separate spaces for each group clearly indicated.	Yes	Aug 20 & Jan 21
• Multiple groups do not use outdoor equipment simultaneously.	Yes	Aug 20 & Jan 21
• Limiting the number of pupils who use the toilet facilities at one time.	All year groups have designated toilets . Staff and Pupils	Nov 20 & Jan 21
• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.	Number of children allowed to go the toilet at any one time is limited.	Aug 20 & Jan 21
Different staffrooms are used for different year group staff	Each year group has a designated staff room. SLT/Admin have a designated staff room	Nov 20 & Jan 21
• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.	Yes	Aug 20 & Jan 21
Teaching /TP Staffing to be divided into Teams within a year group bubble, to allow for staff to work from home and reduce number of staff onsite should a bubble be closed. This will enable provision to continue.	Yes	Reviewed in light of Y6 bubble closure. 13/01/2021
• Staff that move between classes and year groups, to keep their distance from pupils and other staff.	Yes	Aug-20

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<b>Distancing</b>		
• Staff to keep 2 metres from other adults as much as possible.	Staff reminded in Inset 4.1.21 and frequently creating a culture of awareness of the importance of this distance being maintained.	Aug 20 & Jan 21
• Where possible staff to maintain distance from their pupils, staying at the front of the class.	Yes	Aug 20 & Jan 21
• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.	Yes	Aug 20 & Jan 21
• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.	Yes	Aug 20 & Jan 21
• The occupancy of staff rooms and offices limited. Reviewed in Nov 20.	Yes	Aug 20 & Nov 20
• Use of staff rooms to be minimised.	Yes 5 rooms in use. 5 people max in each & each visit limited to 10 minutes. 4 people only in office.	Aug 20 & Nov 20 & Jan 21
• Staff in shared spaces (e.g. office) to avoid working facing each other.	Yes	Aug 20 & Nov 20 & Jan 21
• Use a simple 'no touching' approach for young children to understand the need to maintain distance.	Yes	Aug 20 & Nov 20 & Jan 21
• Older children to be encouraged to keep their distance within bubbles.	Yes	Aug 20 & Nov 20 & Jan 21
<b>Minimising contact</b>		
• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	Yes	Aug-20
• Taking books and other shared resources home limited, although unnecessary sharing avoided.	No resources to go home. Reading books isolated for at least 72 hours when used in school.	Sep-20
• Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.	Yes. Children have individual pencil cases supplied by school with all their resources in.	Sep-20
<b>PE and School Sport</b>		
• Pupils kept in same consistent bubbles where possible during PE and sport.	Yes	Sept 20 & Jan 21
• Sports equipment thoroughly cleaned between each use.	Yes	Sept 20 & Jan 21
• Contact sports avoided until guidance changes.	Yes	Sept 20 & Jan 21
• Outdoor sports should be prioritised where possible.	Yes	Sept 20 & Jan 21
• Large indoor spaces used where it is not.	Yes	Sept 20 & Jan 21
• Distance between pupils from mixed bubbles will be maximised.	Yes	Sept 20 & Jan 21
• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.	Yes. Policy from external provider in place.	Sept 20 & Nov 20 & Jan 21

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<b>Educational Visits and journeys</b>		
• From the autumn term, non-overnight educational visits only.	No visits planned	Sept 20 & Jan 21
• Risk assessments of visits and journeys to be undertaken by visit leaders.	No visits planned	Sept 20 & Jan 21
• No overnight and overseas visits until government guidance changes.	No visits planned	Sept 20 & Jan 21
• Pupils grouped together on transport in the same bubbles that are adopted within school where possible.	No visits planned	Sept 20 & Jan 21
• Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).	No visits planned	Sept 20 & Jan 21
• The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.	No visits planned	Sept 20 & Jan 21
• Use of hand sanitiser upon boarding and/or disembarking	No visits planned	Sept 20 & Jan 21
• Cleaning of vehicles between each journey. Minimise contact with individuals who are unwell:	No visits planned	Sept 20 & Jan 21
• Refer to PHE guidance and Action Cards for School Managers.	No visits planned	Sept 20 & Jan 21
• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	No visits planned	Sept 20 & Jan 21
• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	No visits planned	Sept 20 & Jan 21
• An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).	No visits planned	Sept 20 & Jan 21
• Staff caring a child awaiting collection to keep a distance of 2 metres.	No visits planned	Sept 20 & Jan 21
• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.	No visits planned	Sept 20 & Jan 21
• Staff to wash their hands after caring for a child with symptoms.	No visits planned	Sept 20 & Jan 21
• All areas where a person with symptoms has been to be cleaned after they have left.	No visits planned	Sept 20 & Jan 21
• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	No visits planned	Sept 20 & Jan 21

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>Hand washing</b>		
• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	Yes	Sept 20 & Jan 21
• Sufficient handwashing facilities are available.	Yes	Sept 20 & Jan 21
• Where there is no sink, hand sanitiser provided in classrooms.	Yes	Sept 20 & Jan 21
• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.	Yes	Sept 20 & Jan 21
• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Yes	Sept 20 & Jan 21
• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).	Yes	Sept 20 & Jan 21
• Use resources such as "e-bug" for example to teach effective hand hygiene etc.	Yes Pupils have lessons in hand washing techniques.	Sept 20 & Jan 21
<b>Respiratory hygiene</b>		
• Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Yes	Sept 20 & Jan 21
• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Yes	Sept 20 & Jan 21
• Tissues to be provided.	Yes	Sept 20 & Jan 21
• Bins for tissues provided and are emptied throughout the day.	Yes	Sept 20 & Jan 21
<b>Measures to be taken when playing instruments or singing in small groups such as in music lessons include:</b>		
Playing Instruments and singing not taking place through third lockdown	Yes	Jan-21
• playing outside wherever possible;	Yes. Lessons taken by outside agencies. RA in place	Sep-20

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>Cleaning</b>		
• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Yes	Sept 20 & Jan 21
• Thorough cleaning of rooms at the end of the day.	Yes & at lunchtime for high touch areas.	Sept 20 & Jan 21
• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).	Yes	Sept 20 & Jan 21
• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.	No shared resources	Sept 20 & Jan 21
• Outdoor equipment appropriately cleaned frequently.	Yes	Sept 20 & Jan 21
• Toilets to be cleaned regularly.	Lunchtime and end of day	Sept 20 & Jan 21
• Hand sanitiser provided for the operation of lifts.	NA	NA
• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.	Yes.... Adults working in close proximity 1:1 or in small groups to be given the option of wearing a face shield.	Sept 20 & Nov 20 & Jan 21
<b>PPE</b>		
The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:		
• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained	Yes	Sept 20 & Nov 20 & Jan 21
• where 1:1 or small group teaching requires staff to be within 2 meters of a pupil in a communal area.	Yes . Staff have been offered face shields to wear in these situations - this is currently their choice but is strongly recommended	Sept 20 & Nov 20 & Jan 21
Cleaners to wear face shields when working	Staff to be issued with Face Shields	Jan-21
MDS wear face shields when they are working with children	Staff to be issued with Face Shields	Jan-21
Staff wear face shields when speaking to parents/carers outside and when moving around the building. They can be worn in classrooms to if the staff member wants to wear them.	Staff to be issued with Face Shields	Nov & Jan 21
• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	Sept 20 & Nov 20 & Jan 21

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>First Aid</b>		
• Check if qualifications run out. Consider enrolling more staff on training.	Yes	Sept 20 & Nov 20 & Jan 21
• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:	Yes	Sept 20 & Nov 20 & Jan 21
• washing hands or using hand sanitiser, before and after treating injured person;	Yes	Sept 20 & Nov 20 & Jan 21
• wear gloves or cover hands when dealing with open wounds;	Yes	Sept 20 & Nov 20 & Jan 21
• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;	Yes	Sept 20 & Nov 20 & Jan 21
• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest.	Yes	Sept 20 & Nov 20 & Jan 21
• dispose of all waste safely.	Yes	Sept 20 & Nov 20 & Jan 21
• Consultation with employees and trades union Safety Reps on risk assessments.	Yes	Sept 20 & Nov 20 & Jan 21
• Risk assessment published on school intranet and website.	Yes	Sept 20 & Nov 20 & Jan 21
• Nominated employees tasked to monitoring protection measures.	Yes	Sept 20 & Nov 20 & Jan 21
• Members of staff are on duty at breaks to ensure compliance with rules.	Yes	Sept 20 & Nov 20 & Jan 21
• Staff encouraged to report any non compliance.	Yes	Sept 20 & Nov 20 & Jan 21
• The effectiveness of prevention measures will be monitored by school leaders.	Yes	Sept 20 & Nov 20 & Jan 21
• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.	Yes. 5.11.20 second lockdown	Sept 20 & Nov 20 & Jan 21

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
Infection Control Measures	School Actions	Date
<b>Minimise contact with individuals who are unwell:</b>		
• Refer to PHE guidance and Action Cards for School Managers.	Yes	Sept 20 & Nov 20 & Jan 21
• Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.	Yes	Sept 20 & Nov 20 & Jan 21
• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.	Yes	Sept 20 & Nov 20 & Jan 21
• An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child).	Yes	Sept 20 & Nov 20 & Jan 21
• Staff caring a child awaiting collection to keep a distance of 2 metres.	Yes	Sept 20 & Nov 20 & Jan 21
• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.	Yes	Sept 20 & Nov 20 & Jan 21
• Staff to wash their hands after caring for a child with symptoms.	Yes	Sept 20 & Nov 20 & Jan 21
• All areas where a person with symptoms has been to be cleaned after they have left.	Yes	Sept 20 & Nov 20 & Jan 21
• All staff offered Lateral Flow Testing twice a week. Sunday and Wednesday evening. Staff have to opt in or opt out of this program. Process in place to inform SLT of positive and void results. Government Guidance followed with regards to these test.	Yes.	Jan-21
• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	Yes	Sept 20 & Nov 20 & Jan 21
<b>Hand washing</b>		
• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).	Yes	Sept 20 & Nov 20 & Jan 21
• Sufficient handwashing facilities are available.	Yes	Sept 20 & Nov 20 & Jan 21
• Hand sanitiser provided in all classrooms.	Yes	Sept 20 & Nov 20 & Jan 21
• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.	Yes	Sept 20 & Nov 20 & Jan 21
• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Yes	Sept 20 & Nov 20 & Jan 21
• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).	Yes	Sept 20 & Nov 20 & Jan 21
• Use resources such as "e-bug" to teach effective hand hygiene etc.	Yes PHSE lead to get all teachers to timetable it into lessons	Sept 20 & Nov 20 & Jan 21



# Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>Respiratory hygiene</b>		
• Adults and pupils are encouraged not to touch their mouth, eyes and nose.	Yes	Sept 20 & Nov 20 & Jan 21
• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Yes	Sept 20 & Nov 20 & Jan 21
• Tissues to be provided.	Yes	Sept 20 & Nov 20 & Jan 21
• Bins for tissues provided and are emptied throughout the day.	Yes	Sept 20 & Nov 20 & Jan 21
• physical distancing;	Yes	Sept 20 & Nov 20 & Jan 21
• playing outside wherever possible;	Yes	Sept 20 & Nov 20 & Jan 21
• limiting group sizes to no more than 15;	Yes	Sept 20 & Nov 20 & Jan 21
• positioning pupils back-to-back or side-to-side;	Yes	Sept 20 & Nov 20 & Jan 21
• avoiding sharing of instruments;	Yes	Sept 20 & Nov 20 & Jan 21
• ensuring good ventilation.	Yes	Sept 20 & Nov 20 & Jan 21
<b>Cleaning</b>		
• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	Yes	Sept 20 & Nov 20 & Jan 21
• Thorough cleaning of rooms at the end of the day.	Yes	Sept 20 & Nov 20 & Jan 21
• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).	Yes	Sept 20 & Nov 20 & Jan 21
• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.	Yes	Sept 20 & Nov 20 & Jan 21
• Outdoor equipment appropriately cleaned frequently.	Yes	Sept 20 & Nov 20 & Jan 21
• Toilets to be cleaned regularly.	yes three times a day	Sept 20 & Nov 20 & Jan 21
• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.	Yes	Sept 20 & Nov 20 & Jan 21

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>PPE</b>		
The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:	Yes	Sept 20 & Nov 20 & Jan 21
• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools.	Yes	Sept 20 & Nov 20 & Jan 21
• where social distancing cannot be maintained in 1:1 teaching or small group teaching in communal areas.	yes. Face shields provided for staff who wish to wear them when working outside the classroom on a 1:1 or small group basis.	Sept 20 & Nov 20 & Jan 21
All staff can wear face shields in class if they want to	Face shields provided	Jan-21
All staff to wear face shields when moving around the building and when speaking to parent/carers and when on the gate at the start of the day.	Face shields provided	Jan-21
Cleaners to wear face shields when working	Face shields provided	Jan-21
MDS wear face shields when they are working with children	Face shields provided	Jan-21
• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	Face shields provided	Sept 20 & Nov 20 & Jan 21

# Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
<b>First Aid</b>		
• Check if qualifications run out. Consider enrolling more staff on training.	enquire to Efra about online training	Sept 20 & Nov 20 & Jan 21
• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:	Yes	Sept 20 & Nov 20 & Jan 21
• washing hands or using hand sanitiser, before and after treating injured person;	Yes	Sept 20 & Nov 20 & Jan 21
• wear gloves or cover hands when dealing with open wounds;	Yes	Sept 20 & Nov 20 & Jan 21
• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;	Yes	Sept 20 & Nov 20 & Jan 21
• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest.	Yes	Sept 20 & Nov 20 & Jan 21
• dispose of all waste safely.	Yes	Sept 20 & Nov 20 & Jan 21

Communicate and Review Arrangements	School Actions	Date
• Consultation with employees and trades union Safety Reps on risk assessments.	CONSULT WITH ALL STAFF WEEKLY DURING MEETINGS	Sept 20 & Nov 20 & Jan 21
• Risk assessment published on school intranet and website.	Yes	Sept 20 & Nov 20 & Jan 21
• Nominated employees tasked to monitoring protection measures.	Yes. SLT . All Staff are responsible for following the Government Guidance.	Sept 20 & Nov 20 & Jan 21
• Members of staff are on duty at breaks to ensure compliance with rules.	Yes	Sept 20 & Nov 20 & Jan 21
• Staff encouraged to report any non compliance.	Yes	Sept 20 & Nov 20 & Jan 21
• The effectiveness of prevention measures will be monitored by school leaders.	SLT	Sept 20 & Nov 20 & Jan 21
• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.	Yes	Sept 20 & Nov 20 & Jan 21

## Appendix: Lateral Flow Device Testing of Staff (Primary Home Testing Programme)

**This risk assessment is should be read in conjunction the school's full risk assessment**

Hazard	Who is at risk?	Controls to alleviate risk	Further action required
Consent not obtained for testing	All staff and regular visitors	<ul style="list-style-type: none"> <li>• Consent will be obtained for periodic lateral flow device (LFD) testing prior to the issuing of home test kits</li> </ul>	
		<ul style="list-style-type: none"> <li>• Any individual who has previously had COVID-19 should have a lateral flow test</li> </ul>	
		<ul style="list-style-type: none"> <li>• Anyone who is COVID-vaccinated should undertake normal testing and will need to isolate if they test positive or identified as a close contact</li> </ul>	
Risk of data being collected and stored without consent		Ensure that all staff are aware of (via the Privacy Notice):	
		<ul style="list-style-type: none"> <li>• how their data will be kept and used - Data shared with school</li> </ul>	
		<ul style="list-style-type: none"> <li>• Personal Data will be involved</li> </ul>	
		<ul style="list-style-type: none"> <li>• Processing of personal data after a positive response explained</li> </ul>	
		<ul style="list-style-type: none"> <li>• Staff rights</li> </ul>	

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
Lack of training/ awareness/ competence	All staff and regular visitors	<ul style="list-style-type: none"> <li>· All staff have received appropriate training in self administering an LFD test</li> </ul>
		<ul style="list-style-type: none"> <li>· Staff to watch How to self-test video with Dr Amir Khan</li> </ul>
		<ul style="list-style-type: none"> <li>· All staff will have received an instruction handout and signed to state they have understood the testing process. Staff must ensure they use the correct version (V1.3.2) not the instructions that are in the box</li> </ul>
		<ul style="list-style-type: none"> <li>· The COVID coordinator oversees testing arrangements (including distributing the test kits for staff), recording this on the Test Kit Log, providing monitoring of standards and opportunities to conduct further training are provided if needed.</li> </ul>
		<ul style="list-style-type: none"> <li>· All staff have seen and read this asymptomatic testing risk assessment.</li> </ul>
		<ul style="list-style-type: none"> <li>· The Registration Assistant will record all staff test results onto a local database as well as updating the Test Kit Log.</li> </ul>
		<ul style="list-style-type: none"> <li>· The instruction handout (V1.3.2) that are included with testing kits explain how to complete a swab of the mouth and nose and then how to process the test.</li> </ul>

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
Inappropriate storage of equipment	All staff and regular visitors	· Unused tests, ready for collection are stored in a secure lockable area with ambient temperature of between 2 and 30°C.
		· Tests are collected by staff and stored in an environment between 2 and 30°C. They should not be kept in a car, fridge or any place in the home where temperatures fall above or below the recommended storage temperatures.
		· At time of use the tests temperature should be 15-30°C. If it's below this then leave it at room temperature for 30 minutes before <u>beginning the test</u> .
		· Unused tests are stored in maintained outer packaging to <u>prevent contamination</u> .
Capacity to safely collect test kits	All staff and regular visitors	· System in place for stock control and units used, monitored by COVID Co-ordinator
		· Staff will collect their tests from a designated area.
		· Staggered and controlled entry into the collection point. Overseen by COVID Coordinator.
		· Social distancing (2m) achieved before, during and after collection of the test.
		· Temperature for collection should be between 2 and 30°C.
		· This area should be subject to a clean-as-you-go routine to avoid risk of transmission and contamination.
		· The COVID Coordinator will record the batch number of the test an individual takes home in case of recall or other product issues.
		· Supply staff should be tested before they commence teaching if <u>consent is received</u> .
Inadequate hand and respiratory hygiene	All staff and regular visitors	· Staff to not open test at school and instead take home to open. Staff to open only when they are about to <u>take the test</u> .
		· Hands should be washed after blowing nose
		· Use the waste bag available to dispose of tissue and other waste (including test, swab, etc. after use).
		· All surfaces should be wiped clean before and after every test, to <u>avoid contamination</u> .

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
Timing of testing	All staff and regular visitors	<ul style="list-style-type: none"> <li>· Staff to be communicated with that testing is only for asymptomatic identification not for those presenting with symptoms. No-one should attend site if they have COVID symptoms.</li> </ul>
		<ul style="list-style-type: none"> <li>· Tests are only for the use of the person assigned the kits – they should not be taken by anyone else</li> </ul>
		<ul style="list-style-type: none"> <li>· The testing routine will consist of two tests 3 to 4 days apart (if this isn't possible, they should be spaced apart, around staff working hours, and still conducted twice a week), testing should not take place within 30 minutes of eating.</li> </ul>

## Park Junior School Risk Assessment January 2021

Prepare Building, timetables and lessons, policies and procedures	Compliance/School Actions	Date
Correct test set-up	All staff and regular visitors	<ul style="list-style-type: none"> <li>· Do the test alone, to avoid the risk of contamination.</li> </ul>
to avoid cross contamination and transmission		<ul style="list-style-type: none"> <li>· The test area should be well lit and have good airflow.</li> </ul>
		<ul style="list-style-type: none"> <li>· The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them.</li> </ul>
		<ul style="list-style-type: none"> <li>· Lateral flow test cartridges should remain on a clean, flat surface such as a table.</li> </ul>
		<ul style="list-style-type: none"> <li>· Staff who have suffered a recent nose bleed should swab the other nostril</li> </ul>
		<ul style="list-style-type: none"> <li>· If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing</li> </ul>
Staffing	All staff and regular visitors	<ul style="list-style-type: none"> <li>· Adequate numbers of staffing are available to cover both roles as identified within the guidance - COVID Coordinator + Registration Assistant. These roles can be combined if necessary.</li> </ul>
		<ul style="list-style-type: none"> <li>· Contingency staff are available to cover any absence or emergency. (Staff should be regularly involved to maintain competence).</li> </ul>
Isolation of staff who test positive	All staff and regular visitors	<ul style="list-style-type: none"> <li>· If a staff member tests positive using the LFD then they should book a PCR test as soon as possible and isolate. Inform the school of the test result.</li> </ul>
		<ul style="list-style-type: none"> <li>· The current national policy does not require close contact self-isolation as a legal requirement for LFD results until the positive, confirmatory test result, but in the interest of public health, contacts should self-isolate.</li> </ul>
Running out of tests	All staff and regular visitors	<ul style="list-style-type: none"> <li>· The information on the Test Kit Log will identify what, and how much equipment is being delivered.</li> </ul>
		<ul style="list-style-type: none"> <li>· The stocks will be monitored and re-ordered where applicable by the COVID Coordinator.</li> </ul>
Recording and Reporting	All staff and regular visitors	<ul style="list-style-type: none"> <li>· Each member of staff will need to record any result on the government website <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and inform the Registration Assistant of their result.</li> </ul>
		<ul style="list-style-type: none"> <li>· Any clinical issues using the test kits (that cause staff members physical harm) need to be reported to <a href="https://coronavirus-yellowcard.mhra.gov.uk/">https://coronavirus-yellowcard.mhra.gov.uk/</a> In the event of any emergency issue staff should contact 111 or 999.</li> </ul>
		<ul style="list-style-type: none"> <li>· Non-clinical issues such as faulty/ broken equipment should be resolved by contacting 119.</li> </ul>
Incorrect result, wrong samples or miscoding of results	All staff and regular visitors	<ul style="list-style-type: none"> <li>· Detailed operating arrangements are provided in the instruction handout. Resources and training in order to minimise the risk of incorrect allocation or recording of results.</li> </ul>
		<ul style="list-style-type: none"> <li>· Instructions are followed as per the handout</li> </ul>
		<ul style="list-style-type: none"> <li>· Monitoring of process and staff competence is undertaken regularly.</li> </ul>
		<ul style="list-style-type: none"> <li>· If a staff member records two void tests in a row (this is very unlikely), they should then get a PCR test.</li> </ul>