



SOMERSET
County Council

Meare Village Primary School (226)

Risk Management - Assessment Report

Risk Area:	COVID-19
Assessment Framework:	September 2020 COVID-19: Classrooms
Work Area or Activity:	COVID-19 - Wider Opening of Schools
Competent Person	Hannah Stevens
Assisted by:	Glenda Jones
Groups Affected:	Pupils, Staff, Parents
Notes:	Updated to reflect National Covid Guidance 6/1/22. Updated to reflect move from Class to Key Stage Bubbles. Reviewed to make amendments. Assessment updated to reflect wider opening of school from 8 March 2021.

This is a review of an assessment carried out on 16/07/2020

This is a review of an assessment carried out on 03/11/2020

This is a review of an assessment carried out on 01/03/2021

This is a review of an assessment carried out on 04/03/2021

This is a review of an assessment carried out on 10/05/2021

10/01/2022

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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Assessed on:

To be Reviewed on:

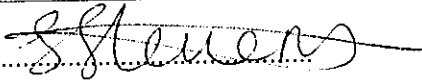
What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Are handwashing/sanitising facilities available before entering the classroom and procedures in place to ensure that this takes place?	Yes, children will be asked to sanitize their hands by members of teaching staff and classroom support staff using the resources provided by the school on entry and exit.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Are teaching staff, including classroom support staff, teaching the same class group/set of pupils wherever it is possible to do so?	Due to the size of our school and the small number of staff personnel we have available to us, the school has now moved to Key Stage bubbles so adults can support across Key Stage groups to enable addressing of gaps in learning due to previous lockdowns. KS1 and KS2 will remain in separate bubbles. Staff are carrying out Lateral Flow testing and will ensure that they adhere to the strict handwashing guidance before exiting and	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2

	entering classrooms and social distancing of 1 metre is to be observed in order to minimize transmission between classrooms.		
Are there arrangements in place to keep class groups separate from other groups e.g. no school assemblies, collective worship, staggered lunchtimes and playtimes etc?	<p>The school returned to Key Stage bubbles for playtimes and lunchtimes when schools moved to the Amber rating.</p> <p>The mental health of children was taken into consideration for this move.</p> <p>Weather permitting, assemblies will be class based, virtual or socially distanced outside.</p> <p>Morning Break 10.30 -11.50: Each Key Stage bubble has an allocated area of the playing field/playground.</p> <p>Each Key Stage bubble will have their own playtime equipment.</p> <p>Staff will be on rota to cover break and lunch duty.</p> <p>KS1 will eat in the Hall, socially distanced, while KS2 play, then swap at 12.50pm.</p>	Yes	<p>Severity: 1</p> <p>Likelihood: 2</p> <p>Risk Rating: 2</p>
Are teaching staff, including classroom support staff, aware that they must stay 2m away from others wherever possible, or minimise time spent with an individual within 1 metre of them?	<p>Yes, the most recent government guidance has been shared with all staff members via email.</p> <p>Adults will maintain 2m distance from each other and children where possible.</p> <p>Masks will be worn in areas where maintaining 2m distance is difficult.</p> <p>Staff participate in Lateral Flow Testing twice weekly, Sunday and Wednesday evenings.</p> <p>Occupied spaces will be well ventilated.</p> <p>PPE is available in all classes.</p> <p>Individuals have been instructed to wear appropriate PPE where necessary.</p>	Yes	<p>Severity: 1</p> <p>Likelihood: 3</p> <p>Risk Rating: 3</p>
Have you designed the layout of the classroom to maximise social distancing e.g. desk spacing, forward facing desks?	<p>Yes, the teaching staff have been sent the government guidance that discussed the need to design the layout of the classroom to maximise social distancing. The headteacher has also had a conversation with all teaching staff about the need to adhere to the guidance. Changes in layout have been in response to children's needs to help support and maximise learning opportunities and address gaps in learning.</p>	Yes	<p>Severity: 1</p> <p>Likelihood: 2</p> <p>Risk Rating: 2</p>
Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remain closed)?	<p>Where possible, classroom windows will remain open to ensure maximum flow of ventilation throughout the classrooms. All doors that are not fire doors will be propped open too. CO2 monitors are now in place.</p>	Yes	<p>Severity: 1</p> <p>Likelihood: 2</p> <p>Risk Rating: 2</p>
Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different	<p>Children will enter/exit the classrooms through the back door to ensure they are not walking through the school premises when</p>	Yes	<p>Severity: 1</p> <p>Likelihood: 2</p> <p>Risk Rating: 2</p>

entrances/exits to the classrooms, toilet breaks, minimising movement around the premises, corridor dividers?	going out at break/lunchtimes. Doors that are not fire doors will be propped open to minimize the number of hands touching door handles when leaving the classroom to go to the toilet etc.		
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom, meaningful symbols, supported learning to understand the new systems in place?	Children with additional needs have been sent a social story which details the measures in place surrounding social distancing/handwashing etc. Symbols and signs have been placed around the school that are accessible to all children.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Have you considered catering and lunchtime provision arrangements?	Classes will eat in their key stage bubbles. Each class has their own tables and entry and exits to the Hall. Lunch times will be staggered. Two classes will eat lunch while two classes are at play. The classes will then swap. As with playtimes, each Key Stage will have their own play equipment. Staff will cover their own Key Stage on a rota. KS1 - 12.20-12.50 lunch in the Hall while KS2 are at play. KS2 - 12.50 - 1.15 play in Hall while KS1 are at play. Staff from class bubbles will serve hot meals to children.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Have any areas shared by staff been adapted to ensure social distancing is maintained e.g. staff rooms, offices etc?	Yes, the chairs have been moved in the staff room to ensure appropriate social distancing. A perspex partition has been fitted between the desks in the main office. Staff to wear masks in areas where 2m distancing cannot be maintained.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Yes, sharing of stationery is still not advised in the most recent government guidance. Each child will have their own pencil, rubber, ruler, felt tipped pens, crayons and glue sticks. Teachers will ensure they have set places for each child so that they are not sitting in different seats when they are in the classroom.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Have you a system in place for cleaning or rotating resources (i.e. out of reach for 48 hours/72 hours for plastics) that are shared between classes or bubbles and for home learning in between use?	Each Key Stage will have their own set of outdoor resources e.g. tennis rackets, balls, footballs etc. which only that bubble will be able to use. These will be cleaned thoroughly after each use using antibacterial spray. Homework will be sent via Google Classrooms. The work will be uploaded via the students portfolio to be marked, thus minimizing the need to take a book home each week. Children will be encouraged to use online resources such as Oxford Owl when reading at home. However, if books are shared between school	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2

	and home then they will be put in a box on book changing day for 72 hours before being put back on the shelf.		
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	Children will be encouraged to use online resources such as Oxford Owl when reading. Children have been issued with home and school books. School books do not go home and are sanitised and unused for a period of 48-72 hours. When home books are returned they are sanitised and unused for 48-72 hours. Homework will be set via Google Classrooms.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Is outdoor playground equipment cleaned frequently, including those used indoor and outdoor by wraparound care providers?	Each Key Stage will have their own box of outdoor playground equipment that have been allocated to them. These will be thoroughly wiped between each use to reduce virus transmission. Wraparound care providers will need to have their own box of resources which are thoroughly wiped with antibacterial spray between each use to ensure that there is no cross contamination of resources. After school clubs for sport are held in Key Stage bubbles. For Dance and Art Clubs the children are separated 2m apart in their key stage bubbles.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Breakfast Club - Is there a system in place to record the names of pupils in their bubbles?	A register is taken for children who are using breakfast club and after school clubs which will be stored in a central location. The member of staff running the club is aware of which bubble the children are in. Children will be in KS bubbles 2m apart. If the member of staff is off sick another member of staff will cover in the short term. If it is long term breakfast club would be cancelled. The maximum number of children would be 10 at breakfast club although there is an average of 4-5 per morning.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Key Stage Bubbles and Face Coverings	1/11/21: Children returned to year group bubbles on the recommendation from Somerset PH. Adults will be asked to wear face coverings in public and communal areas. Adults may work across bubbles but maintain high hygiene standards inline with recommendations from Somerset PH. Staff may use the staff room during breaks but ensure good ventilation.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
CO2 monitors	CO2 monitors are in place to identify which areas are poorly	Yes	Severity: 1 Likelihood: 1

	ventilated leading to actions to improve ventilation, circulation or movement of an activity to another location.		Risk Rating: 1
Updates to National Covid-19 Guidance (11/1/22):	<p>Asymptomatic confirmatory PCR testing from 11/1/22: People who receive a positive lateral flow device (LFD) test result should report their result on gov.uk and must self-isolate immediately but will not need to take a follow-up PCR test. Anyone who tests positive will be able to leave self-isolation seven days after the date of their initial positive test if they receive two negative lateral flow test results, 24 hours apart, on days six and seven. Someone who is symptomatic, (new persistent cough, loss of change to smell or taste, or high temperature) should get a PCR test even if they have already taken an LFD. LFDs should only be used for asymptomatic testing.</p> <p>'Test to Release' (self isolation) Guidance from 22/12/21: Positive cases are able to leave self-isolation and return to work if they take LFD tests on two consecutive days from Day 6, these must be taken at least a full 24 hours apart.</p> <p>This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.</p> <p>If the LFD taken on either day 6 or day 7 is positive, then the person must complete isolation until day 10, they should not continue doing daily testing.</p>	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Hannah Stevens Signed 

Dated 12.1.2022

Co-ordinator Signed

Dated

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