

2021-22 Whole School Risk Assessment



Location / Site	Highfields Primary School
Activity / Procedure	Whole school risk assessment
Assessment date	6 th September 2021

Identify people at risk			
Children/Families	Yes	Visitors	Only allowed on site to attend pre-arranged visits
Staff	Yes	Contractors	Only allowed on site in the absence of children

The original risk assessment document was written by Mrs Garratt and the Governing Body at Highfields Primary School during the pandemic in 2020-21. Currently Highfields have a Contingency/Outbreak Plan, this plan has been written in line with the latest government advice regarding contingency planning as set out in the DfE's '[Contingency framework: education and childcare settings](#)' and '[Schools COVID-19 operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic. Any restrictions on education would only be as a last resort and should only be initiated following a ministerial decision on a case-by-case basis. Schools do not require a risk assessment as per the pandemic but the following document documents anything Highfields has done to identify, assess and minimise (wherever possible) any risks involved with the current reopening plan of the school for September 2021.

This document has been updated by Mrs Garratt and covers from 6th September 2021 until the end of the Autumn term 2021/22. It will be amended every half term, taking into account Government guidance, health and safety recommendations and any updates from Sandwell Local Authority.

Identify hazard	Poor hygiene/cleaning resulting in direct/indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	<ul style="list-style-type: none"> • Ensure good hygiene for everyone • Maintain appropriate cleaning regimes • Keep occupied spaces well ventilated 			

These control measures are to encourage space between children where possible.

Ensure good hygiene for all

1. As well as toilet sinks, all children will be allowed and expected to continue to use the sink in classrooms to frequently wash and sanitise hands
2. Children encouraged/reminded to wash hands/use hand gel/sanitiser before school day starts and before and after each break/toilet break/lunch
3. Hand gel/sanitiser will be encouraged to be used after toilet use as well as washing hands
4. Extra signage in all bathrooms'/toilet cubicles e.g. Twinkl hand washing posters that the children are used to seeing/following
5. Remind children of the 'catch it, bin it, kill it' approach (age appropriate versions)

Maintain appropriate cleaning regimes

1. Extra soap/paper towels ordered to ensure we do not run out
2. After morning break, lunch, afternoon play and where deemed necessary, staff to clean toilet flusher, taps, toilet roll holders/dispenser, soap dispensers and door handles in all bathrooms/toilets
3. Tables and other surfaces cleaned throughout the day by classroom staff if necessary and cleaned by specifically allocated cleaners at the end of the school day
4. Soft toys and furnishings including reading area cushions, rugs and bean bags can be used in the room however will be cleaned regularly
5. Resources used by the children can also be cleaned as and when necessary

Keep occupied spaces well ventilated			
<ol style="list-style-type: none"> 1. Wherever possible all external windows will be opened to ensure natural ventilation 2. Wedges provided to all classrooms to encourage staff to to open internal doors. If necessary, we will also use any external opening doors (if they are not fire doors and where safe to do so). 3. When delivered, school will use the CO2 monitors provided to all state-funded education settings from September, to ensure staff can quickly identify where ventilation needs to be improved. 			
Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of safe space to leave/enter school site/waiting to enter/leave building in morning/end of school day resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
These control measures are to encourage space between children/parents/families where possible.				
<ol style="list-style-type: none"> 1. A one-way system will be in operation. Parents and children will enter the school site via the main gate on Beeches Road. Parents will follow the one-way system, dropping off children at the appropriate door as they navigate their way around the school site. 2. Parents will make their way through the front gate, up the KS2 playground and then round the Discovery Den, down the back drive and will leave the school site via the rear car park entrance on Highfields Crescent. 3. No messages on gate/classroom door to reduce adult to adult contact, parent to text/email via SchoolComms. Parents wishing to speak to their child's teacher or member of SLT, need to call the school office who will take details and arrange a call back from the most appropriate member of staff 4. Members of SLT will be in the playground at the start and end of the sessions to avoid unnecessary contact between staff/parents and children 5. Phone appointments will be needed to enter building 6. School will not be allowing any 'visitors' into school during the school day unless attending a pre-agreed appointment 7. At the end of the school day, parents will enter school site via the rear car park entrance on Highfield Crescent and will make their way round the school site one-way system (in reverse from the morning routine) collecting children from the designated classrooms 				
Remaining level of risk following the control measures				
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard	Emotional distress of the children/staff/families			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>Children</p> <ol style="list-style-type: none"> 1. Nurture sessions will be available for identified children during afternoon sessions 2. Discuss needs with individual families of children who are clinically extremely vulnerable – parents to notify school if they feel their child fits these criteria 3. 'Highfields Child Protection and Safeguarding Policy' has been updated to keep pupils safe, both at home and in school <p>Staff</p> <ol style="list-style-type: none"> 1. Staff will be offered the option to wear PPE if necessary. Face masks may be intimidating for smaller children but may be needed whilst waiting with any children who have symptoms during the school day where parents have been asked to collect and test. Hand gel/sanitiser will be used after any direct contact 2. Separate, specific risk assessment written for anyone who requires them 3. Support offered to all staff via school and the LA 				

4. When necessary, virtual staff meetings (delivered via Loom or Teams) will be used (this will include LA training)

Families

1. A trained DSL or deputy will remain on-site throughout every school day
2. Learning Mentor and/or SLT member will contact any families who have any concerns to maintain contact between school and vulnerable families

Remaining level of risk following the control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE
------	--------	-----	------------

Written by	Mrs Garratt (Headteacher) <i>SGarratt</i>
Date	6 th September 2021

Governing Body comments

This risk assessment was shared with, and contributed to, by the following members of the Governing Body via a Governors meeting on 13th September 2021

- Mrs J. Turner (Chair)
- Mr C. Rees
- Mrs S. Wallace
- Mrs J. Hunter
- Mr A. Parkes
- Mr D. Cox (Vice Chair)
- Mrs S. Evans
- Mrs S. Garratt
- Mrs R. Andrews (Clerk)
- Mrs J. Foster

In attendance: Mrs M. Lewis

Chair of Governors Signature:	<i>[Signature]</i>
Date:	13 th September 2021

Set future review dates & sign/comment upon completion

Risk assessment reviews

Date	Signature	Comments