



This risk assessment summary provides an overview of the significant findings of the detailed risk assessment (using the risk assessment template) undertaken in line with the Compliance Code for Educational Settings and government guidance. The risk assessment considers a single hazard of COVID-19 and identifies the control measures that are in place for staff, pupils and visitors.

Setting: Hemblington Primary School Assessor

Name: Paul Tacon

Reviewed: T Jarman (CET)

Manager Name: Kendra Collier

Assessment Date: 27/08/21

Reviewed 5/1/22

Review Date:27/08/22

Area of risk	Control Measures in place By whom Date Completed
Positive case bringing COVID-19 into the setting	<ul style="list-style-type: none"> ● Staff and pupils know what the main symptoms are and that they: <ul style="list-style-type: none"> ● should not attend the setting if they have symptoms or should be isolating ● will go home quickly if they develop symptoms ● will be asked about symptoms before entering ● Limiting visitors to the site where possible ● Events are assessed separately and controls implemented in line with the main risk assessment ● We have a room available for someone who develops symptoms to wait to be collected. This is the disabled toilet area next to the office. ● Asymptomatic testing arrangements are in place as follows: All staff have access to x2 weekly testing, families signposted to testing kits for home use. <p style="text-align: right;">Headteacher 06/09/21</p>
Direct person to person transmission	<p>Respectful space will be designed into activities in the following ways:</p> <ul style="list-style-type: none"> ● Continued cohorting of staff ● Utilisation of online meetings and training ● Keeping numbers minimised for in person meetings and training, preference will be given to online meetings where possible ● Pinch points and areas of congestion will be identified and minimised ● Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible ● Activities are undertaken outside where possible e.g. lessons where possible, meetings etc. ● Ventilation is increased as much as possible by keeping doors and windows open. ● Tissues and bins are readily available across the site to encourage good respiratory hygiene ● Face coverings are required by staff and visitors in areas where space is restricted and communal areas. Where they are used, we will provide information about how to use them in a safe and hygienic way. ● Most staff in schools will not require PPE beyond what they would normally need for their work. <p style="text-align: right;">Headteacher 06/09/21</p> <p style="text-align: right;">Cleaning staff</p> <p style="text-align: right;">All staff</p>

<p>Surface transmission (including equipment)</p>	<ul style="list-style-type: none"> • We have developed cleaning schedules that: <ul style="list-style-type: none"> • Identify all items that need cleaning and disinfection including touch points and equipment • Identify the frequency of cleaning and disinfection of different areas and items depending on use and risk • General cleaning and disinfection is undertaken twice a day at lunchtime and after school. • Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas • Staff are provided with disinfectant wipes to support additional cleaning and disinfection as appropriate • Hand hygiene and disinfection arrangements are in place for shared resources 	<p>Cleaning staff MSA staff All staff</p> <p>06/09/21</p>
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Hemblington Primary School 2021-2022



	<ul style="list-style-type: none"> • Hand sanitizer is provided throughout the site and everyone is encouraged to use it regularly including on entering/leaving the site, before and after eating/drinking, between activities, before and after sharing resources, after removing a face covering • Handwashing is supervised as necessary such as for ... • Bins are emptied regularly throughout the day 	
<p>Staff and pupil health</p>	<ul style="list-style-type: none"> • An individual risk assessment has been undertaken for staff and pupils identified as at increased risk and measures agreed with them to reduce the risk. • Individual support plans for pupils have been reviewed • Everyone is aware that they must continue to follow the control measures even with a negative COVID-19 test result and regardless of the vaccination programme status. <p><i>Updated measures (Jan 2022):-</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> staff/pupils with a positive LFD test should self-isolate immediately and arrange to have a PCR test as soon as possible. <input type="checkbox"/> staff/pupils must self isolate for 10 days from when symptoms started or, if no symptoms, from the day of positive test. Self-isolation may end if no temperature (cough may still be present) and two clear/negative LFD tests taken 24 hours apart on days 6 and 7. <input type="checkbox"/> Pupils do not have to self isolate if in close contact to peer/family member with a positive result unless they have symptoms, but are strongly advised to take a LFD test every day for 7 days. Children under 5 are exempt from self isolation and do not need to take part in LFD testing - if symptomatic, they should then self isolate. 	<p>Headteacher/SLT 05/01/22</p>

<p>Staff and pupil mental health and well-being due to anxiety or increased pressure Educational Visits increasing the risk of contact with others and therefore transmission Lack of awareness of the control measures and requirements (the need for information, instruction and training)</p>	<ul style="list-style-type: none"> • Staff mental health and well-being has been assessed and measures are in place to support including management support, the use of an Employee Assistance Programme, Mental Health First Aiders and a school Wellbeing Champion • Arrangements are in place to support pupil mental health and well-being through SCARF programme, Benjamin Foundation <u>support and ELSA training.</u> • Providers of educational visit locations including overnight accommodation will be checked to ensure they are operating COVID controls to keep everyone safe • We will follow the instructions given by the provider to comply with their arrangements • Posters are used to communicate messaging on distancing, hand hygiene, staying at home when ill, catch it bin it kill it • Changes made to the site to accommodate control measures are signposted and communicated • Information is provided in writing to staff, pupils and parents on measures in place and expectations • All staff have received specific instruction regarding their role and the controls measures • Visitors are provided with instructions on site rules and expectation • Pupils are instructed on good handwashing technique and good hygiene • Where PPE is used staff receive training and instruction on safe and hygienic use 	<p>PSHE Lead 06/09/21</p> <p>Headteacher Wellbeing Champion</p> <p>EVC 06/09/21</p> <p>Teachers in 06/09/21</p> <p>classrooms SLT in communal areas Headteacher to oversee communication</p>
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