



RISK ASSESSMENT FOR: September 2021		
Establishment: Victoria Dock Primary	Assessment by: A Saunders	Date: Sept 21 Dec 21 Jan 22

What are the hazards?	Who might be harmed and how?		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Existing measure in place to:	Staff, pupils	•	Class bubbles will no longer exist. Assemblies, communal gatherings and mixing of classes will commence.	Communicate this information clearly with parents and staff – letter for parents.	AS	Sept 2021	
individuals and contact maintain social distancing	through coughing, sneezing, physical	•	Should a sustained outbreak of 5 positive cases within a class the school will follow the following Outbreak Management Plan:		AS	As required	
	The risk of spreading		 PHE will be contacted for guidance and advice which may involve an Enhanced Response Package 				
	if larger groups of pupils come into		 NHS test and trace may request information from the school regarding close contacts 				
	other.		 Face coverings for staff and parents in communal areas may be reintroduced for a fixed period of time. 				
			 For a fixed period of time "bubbles" may be reintroduced to combat an outbreak but this will be on advice of PHE and will not be a school decision in the first instance. 		AS	Sept 2021	
		•	Desks may be positioned so that pupils are all facing forwards where possible. Children may				

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		change seats however.				
		Staggered start and end times will cease and the normal school times will be reintroduced. The one way system will continue to be in place.				
		Playtimes and lunch times will be separated into key stages.				
		School meals will be eaten in the school hall.	Existing signage will remain in place and children returning to			
		Appropriate signage regarding good hygiene will remain in place	school will have this explained to them. All classrooms will also have additional signage if they have not been in use.	AS	By Sept 21	
Existing measure in place to:	Staff, pupils	From July 18 th 2021 social distancing measures have been removed and there will no longer be a requirement for this.		AS	Sept 2021	
Maintain social distancing with staff	J 3 3	Staff can operate across different bubbles and if double vaccinated will not be required to self isolate unless contacted by NHS test and trace.		C/AS	By Sep 21	
	resources	 Pupils no longer need to self isolate. If contacted by NHS Test and Trace as a close contact they will be advised to take a PCR test and if this is positive children will self isolate as required. 		AS	WC 13.7.20	
		Should an outbreak of 5 positive cases within a class occur, then the school will follow its Outbreak Management Plan.				

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		 Virtual meetings will still be held where appropriate and if this will save time. PPA will continue to be taken at home. Staff room will revert to main staff room. 	Ensure hand gel and antibacterial is available in all rooms and is regularly used. PH to continue to clean rooms throughout the day	AS/CJ	From Sept 2021	
		Children to continue to sanitise hands at the same points as 2020-21.		AS	Sept 2021	
		Tissues and bins remain available for Catch it, Bin it, Kill it.				
		Cleaning materials to disinfect shared computers / telephones / photocopiers etc in place				
		Staff will be advised to continue to not share mugs, glasses, cutlery etc			Sept 2021	
Existing measure in place for :	Staff, pupils, visitors, parents	 Staggered start and end times will end Face coverings required for staff in communal 	Letter to parents			
Maintaining social distancing with parents / visitors	Exposure to virus through coughing, sneezing, physical contact	areas and on day 8,9,10 after -ive LFT tests				

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	The risk of spreading the virus is greater if social distancing of 2m is not maintained	Hand sanitizer available at school reception entrance for all visitors	Re-order sufficient stocks for whole school			
Contamination of equipment or resources	Staff, pupils Exposure to virus through contaminated equipment or resources	 In Early Years specific equipment will be cleaned as requested as part of good hygiene practices. IPads and computers will be wiped after usage as continued good hygiene controls Sharing of equipment will be minimised if possible but will not be mandatory Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels Reading books will be distributed as normal but classes may introduce systems for changing books on specific days Additional hours for cleaning staff, including provision for cleaning during the school day Children will continue to come to school in their PE kits in Ks1. If PE is indoors children will 	Letter to parents	AS AS	Sept 2021 Sept 2021	
Existing Measure	Staff, pupils	 come in their indoor kit and a tracksuit on top which will be removed. All pupils / staff sanitise hands for 20 seconds 	Handwashing routine established	AS	By Sep 2020	
in place to: Prevent spread of	Risk of spreading	regularly on arrival to school, before and after eating, before filling water bottles, after sneezing or coughing and at regular times	for each class and clearly displayed for all to see. Messages given in assembly.			

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virus due to hygiene issues	virus due to lack of handwashing	throughout the day	Signage in all classrooms and toilets			
	Risk of spreading virus through	Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc		Olean teach are		
	contamination of surfaces	Stocks of handwashing equipment monitored weekly to maintain appropriate levels		Class teachers	Sep 2020	
		Additional hand sanitizer available in all classrooms. Ensure supervision of hand sanitizer use to avoid ingestion.		Caretaker	Sep 2020	
		Small children and pupils with complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be used as an alternative.	All staff aware of this requirement		Sep 2020 Sep 2020	
		Alert premises staff of any risks that emerge during the day in toilets	All classrooms cleaned daily		Before Sep	
		Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs	Windows always open where possible. Staff aware.		2020.	
		Tissues readily available – pupils trained to 'catch it, bin it, kill it'. Bins emptied daily.	From Dec 21 – all staff to wear		From Sept 2020	
		All rooms well ventilated with windows / doors opened (fire regulations permitting)	masks in communal areas. Visitors into school to also wear masks.		Sept 2020	
				Caretaker/AS	Before Sep 2020.	
Existing Measure in place to address:	Pupils	All staff inform line manager by 7am if they will be unable to attend work due to displaying symptoms, self isolating etc	Reiterate procedures to all staff	AS	Sept 2021	

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Lack of staff to teach / supervise pupils due to high staff absence	Risk of spreading virus if strict pupil grouping is not adhered to	 Staff still advised to take and report twice weekly Covid LFT Supply teachers / temporary staff can be used. 	Letter to parents Ensure numbers are up to date			
		Staff access testing promptly to identify accurately when they can return to work	Ensure Local Health Team and PHE are contacted for advice and support if cases rise and Outbreak Management Plan is required			
	Pupils / Staff / Families High risk of infection if exposed	 These remain as before: All staff and parents informed that the school expects engagement with PCR testing if child displays symptoms whilst on site (or at home) All parents reminded that if contacted by NHS Test and Trace they should book a PCR Until advised to do so by NHS Test and Trace all children not displaying symptoms and double vaccinated staff should continue to attend school Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT Designated room/area to isolate pupils with symptoms set up (well ventilated and the remarkly released of terrange) 	Inform through letter of expectations regarding T and T Explain in letter to parents	AS	6.8.21 From Sept 2021	
		 thoroughly cleaned after use) PPE provided for staff members supervising 	Staff/pupils with symptoms			

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		 pupils with symptoms. (Fluid-resistant surgical mask) Everyone who has been in contact with the person who has shown symptoms must wash their hands thoroughly for 20 seconds. 	 Staff / pupils should access testing promptly and inform school of results if positive or negative. 	AS		
		 Parents are contacted promptly to collect pupils with symptoms. Pupils with symptoms must be sent home. Additional training provided on the use of PPE 	Where the child, young person or staff member tests positive they must self isolate for 7 days if 2 negative LFT tests or 10 days if not.	AS		
			Inform LH team and PHE, Trust for guidance should Outbreak Management Plan be required due to 5 or more cases in one class		Sept 2021	
Existing measures in place to:	Pupils / Staff / Families	Staff, pupils or visitors must not come into school if they have symptoms of COVID-19 or have tested positive in the last 7 DAYS.	AS to advise parents through letter	AS	Sept 2021	
Minimise contact with individuals who are unwell, have symptoms or live with someone with symptoms.	High risk of infection if exposed	Children/ Staff displaying symptoms to be advised to obtain a PCR test and to engage with NHS Test and Trace	AS Advise as needed and contact Local Health Team or PHE to support.			
Existing measure in place to: Manage confirmed cases	Staff, pupils, families High risk of	 Responsibility for close contacts will be that of NHS Test and Trace in the case of a reported positive case. As of August 16th 2021 – pupils who have been 	Inform all parents of new arrangements	AS	From Sept 2021	
of COVID-19 in school community	trancmitting and	in contact with a positive case will not be required to self isolate and should continue to attend school as normal but may be contacted by NHS T & T and advised to book a PCR test.	Act on advice from local health protection team if 5 or more cases are confirmed and implement Outbreak		As need	

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		If this returns a positive result, child or staff member must then isolate as advised. Staff who have been double vaccinated will also not need to isolate unless they have been contacted by T&T	Management Plan if advised.		arises	
Existing measures in place to manage: Exposure to virus when managing intimate care needs / first aid of pupils	Risk of infection due to exposure to bodily fluids or physical contact	 Identified room(s) for managing intimate care / first aid PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn). Daily checks of room and equipment in place to maintain hygiene and supply of PPE Waste and used PPE is disposed of daily Additional training provided on the use of PPE 	Remind all staff	AS/JG	Sept 2020	
Existing measures in place for: Supporting pupils with SEND or behaviour issues (eg: spitting, restraining etc)	Staff / pupils Risk of infection due to exposure to bodily fluids or physical contact	Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.	 Specific plans in place for children discussed with SB Specialists, therapists, clinicians and other support staff for pupils with SEND can be used. 	AS LT	By 6.9.21 Ongoing	
High risk staff / pupils	Clinically extremely vulnerable staff / pupils with pre-existing medical	Identify staff / pupils who are clinically extremely vulnerable / clinically vulnerable	Monitor and make decisions based on any emerging needs within school following guidance from PHE.	AS	Ongoing	

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	conditions.					
	Clinically vulnerable staff / pupils					
	Higher risk of complications from the virus					
Lifts	Staff / pupils	Only one person uses a lift at a time		AS		
	Risk of exposure in confined spaces	Ensure regular cleaning including controls / buttons	NA			
Deliveries	Staff	All deliveries to specified location	Re-do signage	AS	By Sept 2020	
	Risk of exposure to virus through deliveries	 Screens in place to ensure social distancing with delivery drivers 				
Transport to school	Pupils	- Parents / pupils encouraged to walk or cycle if possible				
	Risk of exposure for pupils travelling on mini buses / school buses / public transport	 Dedicated school transport: Where possible, group pupils on transport to reflect the bubbles in school Encourage hand sanitizer and distancing where possible. Ensure social distancing arrangement for bus queues Encourage face masks for over 11s if pupils are likely to come into contact with pupils from other bubbles Transport plan written in consultation with LA 	Potential impact on families using public transport to get to school to be ascertained and support given by school where needed	KT		

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		and transport providers to minimise risks				
		Wider public transport:				
		Transport plan written in consultation with LA and transport providers to minimise risks				
Educational Visits	Staff / Pupils	Overnight educational visits will be	Appropriate risk assessments	AS	Sept 2021	
	Wider risk of exposure to virus	reintroduced.	and forms to be completed and written consent for all children			
Sport, PE and	Staff / Pupils	All clubs to resume from September 2021	Inform staff and parents	AS	Sept 2021	
extra-curricular provision	Wider risk of exposure to virus	 Children to come for PE in PE clothing in Ks1 Individual risk assessments completed for all extra curricular clubs to include a consideration of COVID-19 protective measures where appropriate 				
Emergency	Staff / Pupils	Revised emergency evacuation plans in place	Complete by end of September 2021	AS/DS	Termly	
evacuation	Increased risk of exposure during emergency evacuations	for each setting, including assembly points with social distancing arrangements.				
	Spreading of virus	Parents to wear masks	Review just before performances in case	AS	Dec 7th	
Christmas plays		Performances in blue hall with windows and doors open	of any outbreaks/ further announcements.			
		1 parent per child only				
		Additional performances to spread out				
		Parents advised to LFT before coming				
		Parents not to come if symptomatic.				

Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return