



**Berkshire Schools Trust – New Town Primary School**  
**Risk Assessment September 2021**  
 Following guidance released on 17<sup>th</sup> August 2021, which can be found [here](#).



Hazard  Activity/process/equipment/ possible injury/harm etc.	To whom	Likelihood (L)  <i>1 = not likely</i>  <i>5 = highly likely</i>	Severity (S)  <i>1 = impact is not severe</i>  <i>5 = impact serious / fatal</i>	Risk rating  (L x S)	Controls to be put in place/action required
The school building is not COVID safe or adequately prepared for full occupancy.	Children Staff	1	4	4	Preterm building checks/FLASH audit completed in a timely manner. All checks are up to date and meet compliance to ensure building is safe. H&S walks have taken place as usual to identify any areas that need attention before school opens to all pupils in September 2021.
Fire alarm procedures are not updated adequately to ensure clear assembly points and procedures are in place.	Children Staff	1	5	5	Fire procedures are reviewed, communicated, and embedded. Drills are planned for and all actions followed up immediately. Assembly points are clearly identified and communicated, and staff are adequately trained. Trained fire wardens are onsite.
Insufficient Pupil / Staff Ratio to operate the school safely	Children Staff	3	4	12	All staff expected to return to work from September 1st 2021. Remote learning in place for those pupils who cannot attend according to govt guidelines or because of coronavirus. HT to have discussions with anxious teachers regarding any concerns. Follow current HR/ Govt guidelines re: responding to concerns. Headteacher (HT) to monitor staff: pupil ratio daily and to adjust the school day as necessary seeking advice from the Trust CEO/ HR. Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from

					<p>COVID-19.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p>
The education, attendance and well-being of children has been adversely affected for children who have needed to self-isolate due to COVID-19.		4	2	8	<p>Appropriate resources are sought to address the needs of individuals and groups of children.</p> <p>A catch up curriculum is implemented where required which focusses equally on educational gaps and well-being and support programs.</p> <p>School staff keep abreast of new materials, initiatives and catch up/pastoral programs.</p>
The education, attendance and well-being continues to be adversely affected for those children who are self isolating due to COVID-19		3	2	6	<p>Remote learning opportunities will be made available to children who are self-isolating due to Coronavirus.</p> <p>The school will work with the family and EWO to offer support and guidance.</p>
School building not kept thoroughly cleaned	Children Staff	5	2	10	<p>Headteachers to inform Natasha Kirby (NK) of cleaning requirements and NK to contact Abacus to coordinate required cleaning in all schools at end of day and during school hours.</p> <p>Daily cleaning for all areas- staff briefed re: expectations – gloves provided to staff for cleaning. Please refer to LSA JD which states that support staff can be asked to “Contribute to the overall ethos/work/aims of the school” within which this falls. COSSH assessments in place for relevant cleaning products.</p> <p>Adequate resources in each classroom/ relevant school area to</p>

					<p>include Hand sanitiser, lidded tissue bin, access to paper towels and sink areas and soap, and cleaning sprays where required. Please ask NK for details if required</p> <p>Reduce clutter on tables and ensure they are free from paper and any other items for full cleaning each evening.</p>
Lack of necessary cleaning resources to enable the school to be safe	Children Staff	5	4	20	<p>Cleaning supplies ordered by school as necessary e.g. hand soap, disinfectant sprays / liquids, paper towels, hand sanitiser, tissues.</p> <p>Guidance given from Abacus Cleaning re: suitable products Also ordered as required:- Hand sanitiser, Tissues, Anti-Bac Wipes, Disinfectant spray and paper rolls, Pencil cases, PPE, signage etc.</p>
Entry of children / parents / carers into the school grounds / premises at the same time	Children Staff Parents/Carers	5	3	15	<p>All guidance shared with parents via emails and on school website, and with regular newsletter updates regarding arrangements.</p> <p>Children / parents / carers to be allowed onto the school site five minutes before the start of the school day to allow them to drop their children with their class teacher. Parents are notified which gate they should enter and leave the school site by to reduce the number of parents/pupils in anyone place. Parents with multiple children will be allowed to move around the school grounds to reduce the number of times they have to move through “pinch points”. Parents will not be allowed into the school building except for the school office area without permission from a senior leader. All children to use hand sanitiser on entry. School to utilise multiple entrances to school.</p> <p>Staff continue to socially distance from parents/ carers.</p> <p>Senior leaders to advise parents that only one parent or carer is to drop off or pick up and that they are not able to congregate within the school grounds. Where possible, other siblings are not to join them at these times.</p>

					<p>Senior leaders to be responsible for preventing the parents or carers from entering the school buildings when they let in children. Remote entrances / exits to consider having additional member of staff to assist where required.</p> <p>Senior leaders to allocate designated lining up and entry and exit points for each class. These will be clearly communicated to parents. Support staff/ teachers to remind children where their designated entry/ exit points are.</p>
Parents / carers coming into the school building	Children Staff Parents/Carers	5	4	20	<p>Signage to provide clear instructions on the front gates and school entrances explaining that only children and staff are permitted in the school buildings and explanation given in a letter from HTs.</p> <p>Parents or carers are not allowed to enter the school without permission from a senior leader.</p> <p>Copies of all letters and potential forms and paperwork to be readily available to limit number of people needing to come to front office and exchange of paper. Encourage use of downloadable forms on website.</p> <p>Parental queries will be dealt with via phone where possible rather than face to face in the office. Encourage parents' adherence to this at all times.</p>
Children and staff entering the building who may spread the virus	Children Staff	5	4	20	<p>Hand sanitiser to be ordered by school - monitor usage and reorder as required.</p> <p>Caretaker to ensure that hand sanitiser is available at all classroom entry points and all dispensers full.</p> <p>Teachers and Classroom support staff to ensure that children and staff use the hand sanitiser gel on entry into the classrooms and/or all staff and children to wash their hands with soap and water regularly for at least 20 secs - before and after break and</p>

					<p>lunch times.</p> <p>School leaders to check signage is adequate around school re: hand washing technique and reminders to do so.</p> <p>Ensure all children and staff are taught and reminded to avoid touching their faces.</p> <p>Pupils to limit the amount of equipment they bring into school each day, to essentials such as small bags, lunch boxes, plastic water bottles, hats, coats, books and mobile phones.</p> <p>Pupils will wear PE kit all day on their allocated PE days to reduce the number of belongings being brought in and the need to change.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>If you are unable to travel safely to and from work, please consult a member of the Senior Leadership Team.</p>
Children and staff spread virus due to being in close proximity within school environment	Children Staff Community	5	5	25	<p>Remove unnecessary furniture in classrooms if more space for desks is required. Reduce clutter on tables or surfaces so that they are easy to clean.</p> <p>External windows and doors to be kept open as much as possible to promote good ventilation, as per guidelines. Fire doors must not be propped open.</p> <p>Ensure children keep to the same phase groups throughout the day – no mingling between phases wherever possible i.e. FS, KS1, LKS2, UKS2.</p>

<p>Children and staff spread virus due to being in close proximity within school environment</p>				<p>Staff continue to socially distance from one another where possible, for example when working in teams or sitting in the staffroom.</p> <p>Adequate hand sanitisers/ hand washing facilities available.</p> <p>Tissues to be available in all classrooms at all times – children to be taught to dispose of tissues in bins and wash hands immediately. Pedal bins with plastic liner bags will be provided for this, and clearly labelled as such in each classroom.</p> <p>Bins emptied daily by onsite cleaner, wearing appropriate protection. (This may include, Gloves, Apron and Mask)</p> <p>Children taught to cough or sneeze into bent elbow.</p> <p>Cluttered furniture moved from the classrooms and stored safely where possible.</p> <p>All classrooms will be kept well ventilated – doors (if safe) and windows open. If classroom temperature is compromised / too cold, then some windows can be kept open, and during breaks from learning the room should be fully ventilated using all doors and windows.</p> <p>Prop all doors open to ensure as little door handle touching as is possible (except fire doors).</p> <p>Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Posters are on display to help and guide children. If there is any uncertainty, to rewash at classroom sink (or hand sanitiser).</p>
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					<p>Soap and water available in basins at every designated toilet and first aid area. Hand sanitiser available at all times in classrooms. Hand washing /sanitising to take place after; entry to school, before and after break times, when a child may change rooms, before and after handling or eating food, after sneezing/coughing, using the toilet. Help is available for children who have trouble washing their hands. (Note; hand sanitiser to be stored out of reach of a child who may ingest it.)</p> <p>All classes are to enter and exit via a designated door to the playground.</p> <p>Senior leaders have identified a limited system of access/ use of stairs throughout the school through the accompanying timetable.</p> <p>Corridors to be cleared of all unnecessary furniture. Fire exits not to be blocked.</p> <p>Pupils attending are risk assessed on an individual basis if they are still in nappies or known to regularly wet/soil and a plan made for how to provide their care.</p> <p>Young, particularly sensitive children or children who might require support with personal care (who might be more prone to wanting close physical contact with staff) need to be risk assessed individually to keep all involved safe</p>
Risk of children and staff spreading coronavirus due to indirect transmission (by touching contaminated surfaces)	Children Staff	5	5	25	<p>School cleaners to disinfect all desks and classrooms shared areas at least daily and other high use items (door knobs/ stair rails etc.) more frequently through the day. COSHH risk assessments are readily available for the cleaning products that are being used. Adults to ensure no surfaces are left cluttered, paper and stationary to be removed.</p> <p>Soft furnishings and items that cannot be cleaned thoroughly</p>

					<p>should be kept to a minimum.</p> <p>PE equipment will be given to each phase and should not be shared beyond that group. Equipment needs to be cleaned thoroughly if being re-distributed to another phase.</p> <p>Parents to provide individual named plastic water bottles. Metal bottles not allowed as carries virus for much longer periods.</p>
Movement of staff and children around the school building- children and staff in closer proximity at certain 'pinch points'	Children Staff	5	2	10	<p>Pupils will return to a whole school lunchbreak but phases will be in separate locations and will eat at staggered times.</p> <p>The lunch hall tables will be cleaned between sittings.</p> <p>Wet lunchtimes should be kept to a minimum- in light rain, groups should go outside if possible – if rain is heavy, groups to stay in their designated classrooms.</p> <p>Each group enter and exit through specified and separate entry points, and use specified stairs in normal circumstances.</p> <p>All members of staff to ensure that doors are left open, where possible, to limit the use of door handles. Fire doors should not be propped open.</p>
Having the correct PPE to carryout basic First Aid & Intimate care	Children Staff	5	4	20	<p>HT ensure that staff carry out first aid practices/ intimate care, employing usual precautions e.g. wearing gloves and using full PPE as per Govt guidelines if child showing any symptoms of Covid-19 and to re-order stock as necessary.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>Senior leaders to ensure PPE stock is kept securely and distribute as needed as per Govt guidelines.</p>

Having the correct PPE to carryout Emergency/ Life Saving First Aid	Children Staff	1	5	5	<p>School leaders to ensure that there are always enough suitably qualified first aiders on site.</p> <p>All members of staff to follow existing first aid protocol e.g. telephoning for an ambulance. Treating any casualty properly should be the first concern.</p> <p>HT/ office manager ensure that there is the correct amount of PPE and first aid kit available in school for staff to use when carrying out first aid safely.</p> <p>Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>Mouth to mouth should be carried out using resuscitation masks which are kept onsite.</p>
A child or a member of staff presenting with COVID-19 symptoms in school	Children Staff	3	5	15	<p>HT to re-issue guidance to all families and members of staff about self-isolation. Share this via email, text and on website, and use information released by national authorities such as PHE to give this in appropriate translated languages where possible.</p> <p>All members of staff to ensure that government guidance is adhered to with regards to someone presenting with symptoms. HT to be informed immediately in this situation.</p> <p>Child to be quarantined in a pre-designated area, (a private office or small meeting room) as soon as symptoms recognised and one staff member allocated to look after child. Staff member to wear full PPE if contact is required. Parents informed immediately by office staff. Child to leave school without walking through any areas with children or staff nearby. Family instructed to follow self-isolation rules as per Govt guidelines and asked to test where possible and inform school of result. Rooms where child or adult has been working / sitting to be cleaned afterwards by daily cleaner. PHE advice always taken in every instance.</p>

					<a href="#">TV schools flowchart V3.0.pdf</a>
A child or member of staff has a confirmed case of coronavirus	Children Staff	5	5	25	<p>Immediate advice from PHE/DfE helpline will be sought. The health protection team will provide definitive advice on any actions that may need to be taken and any close contacts that may need to self-isolate.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>If PHE/ NHS Test and Trace direct that a child/adult will need to be sent home then the parents will be contacted as soon as possible. Parents will be instructed to collect their child as soon</p>

					<p>as they can.</p> <p>While waiting to be collected, the individual(s) will be isolated and allocated separate toilets to use.</p> <p>The children and staff will go home and self-isolate in line with advice from PHE/DfE helpline. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>
Children eating lunch together in the lunch hall	Children Staff	2	4	8	<p>Children to eat their lunches in the lunch hall during their phase's specified time supervised by the lunchtime assistants on duty. Phases will not mix while eating their lunch or using the lunch hall.</p> <p>Children to access outdoor spaces as per timetable, daily cleaner to regularly sanitise door handles during movement around the school.</p>
Exit of children / parents / carers from the school grounds / premises at the same time	Children Staff Parents/Carers	5	2	10	<p>All guidance shared via email and website.</p> <p>Parents / carers to be allowed onto the school site five minutes before the end of the school day to allow them to collect their children from their class teacher. Parents are notified which gate they should enter and leave the school site by to reduce the number of parents/pupils in any one place. Parents with multiple children will be allowed to move around the school grounds to</p>

					<p>reduce the number of times they have to move through “pinch points”. Parents will not be allowed into the school building except for the school office area without permission from a senior leader. All children to use hand sanitiser prior to leaving their classrooms. School to utilise multiple exits to school.</p> <p>Staff continue to socially distance from parents/ carers.</p> <p>HT to advise parents that only one parent / carer is to pick up and that they are not able to congregate on the school grounds. Where possible, other siblings are not to join them at these times.</p> <p>Regular safety reminders in newsletters.</p> <p>Staff to prevent the parents / carers from entering the school buildings without permission from a senior leader.</p> <p>No long discussions between teachers and parents/carers to take place at gate, phone calls to take place for discussions after school where required.</p>
An increase in disclosures and safeguarding concerns	Children Staff	4	4	16	<p>Staff reminded the importance of logging everything on CPOMs All senior leaders and pastoral teaching assistant have DSL training.</p> <p>Safeguarding issues to be addressed at SLT meetings to ensure procedures and practices are reviewed regularly.</p>
Staff workload becoming unmanageable due to requirements for home learning and in school delivery	Staff	4	2	8	<p>SLT to regularly review staff workload and well-being through staff meetings and team meeting discussions. Staff wellbeing surveys completed and responded to.</p> <p>Open door policy encouraging staff to come and speak to leaders about work load</p> <p>Review with BST home learning and remote learning opportunities and ways to minimise impact on staff well being across the trust. Carefully monitor the workload related to</p>

					providing remote learning for children who are offsite, alongside the amount of children who are needing to be onsite: as infections decrease it may be appropriate to review these plans to assist in reducing workload.
Staff shortages requires the need to employ supply teachers	Children Staff	3	3	9	Where possible use supply teachers familiar with the school and school layout A member of the SLT or HR lead will meet with any supply teacher to explain the key timetables and Covid measures. A risk assessment is sought from any outside agency to ensure they meet the school and government standards.
Peripatetic teachers and outside providers used to support the curriculum e.g. Music, dance, drama, sports etc	Children Staff	5	2	10	Risk assessments sought from all companies and groups accessing the school to provide provision. All regular visitors have LFD testing in place. Our risk assessment shared with them when asked for. Office staff share clear expectations regarding the need to sanitise areas after use. All visitors asked about Covid symptoms before being able to access the school. All Peripatetic music lessons to follow Berkshire Maestro's risk assessment regarding distance.
Children wearing face masks in school	Children Staff	5	3	15	Primary aged pupils are not encouraged to wear masks during the school day, in line with Government guidance. Those who wear one on the way to and from school gate – parents are asked to take away. Children are responsible for removing and putting on face masks – no adult is to supervise or touch the face mask. Disposable face masks will be thrown away in a double bagged bin Reusable face masks will be removed and stored in a child's bag or secure pocket Any face mask found without an owner will be disposed of (by an adult wearing gloves/mask) in the double bagged bin. Guidance issued to parents regarding masks, and discouraging their use.

Appraisal process or resulting increments are negatively affected by the challenges of Coronavirus	Staff	2	2	4	Schools must continue to adhere to the School Teachers' Pay and Conditions Document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management. We would expect schools to use their discretion and take pragmatic steps to adapt performance management and appraisal arrangements to take account of the current circumstances. Schools should ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to close schools (for all but children of critical workers and vulnerable children) and where this has impacted on the ability of the teacher to meet fully their objectives. Appraisals and performance management for support staff should be carried out in accordance with the employee's contract of employment. DfE does not specify pay or terms and conditions of employment for support staff.
Children who are required to stay off school because of Coronavirus do not engage in remote learning	Children	3	2	6	Escalated system of phone calls and guidance from staff to flag those not engaging, and identify barriers to learning at home. Staff are clear about their role in this system and how to flag concerns. CPOMs used to record all contact and concerns re remote learning.

**Specific risks with regard to LFD testing from January 2021 – to be reviewed at the end of September 2021 in line with updated guidance**

Risks with testing outcomes– receiving an incorrect or several invalid results and affecting workforce availability	Children and Staff	5	3	15	Ensure staff are well-prepared for the testing. Ensure incorrect instructions are disposed of and new instructions are used System of evening testing means workforce can be planned for next day, and supply teachers booked where required or available
Poor uptake of twice weekly testing resulting in increased virus transmission	Children and Staff	2	5	10	Explanations well-communicated about reasons for opting into the testing regime Open door policy to reassure staff and answer any questions Ensure systems are robust within school so the process is efficiently managed and reduces confusion or disruption to school
Poor communication / inaccurate recording of test results resulting in increased virus transmission	Children and Staff	1	5	5	Robust systems to record are well planned and well communicated Responsibility and roles within the school are well defined Close monitoring from senior leaders to ensure correct results are recorded, and correct resulting action is taken
Staff do not report in or misunderstand the need to report test results resulting in positive cases attending school and increased virus transmission	Children and Staff	2	5	10	Well communicated training to ensure staff are clear about the process. Safeguards built into the system so that staff are chased if they do not submit a test result when expected. Visual reminders at sign in desks.
Staff show symptoms and incorrectly use a LFD test rather than PCR	Children and Staff	2	5	10	Visual reminders at sign in desks. Well communicated training to ensure staff are clear about the process.
Risk – staff have contact closer than 2 metres or don't wear a mask during collection of tests resulting in increased transmission of virus	Children and Staff	2	5	10	Ensure staff maintain minimum 2 m distances at all times Visual reminders to keep distance Expectation for all staff to wear masks in all communal areas Organised collection times and schedule to prevent overcrowding

**Name of Assessor: Mrs K Hawkins**

**Position: Headteacher**

**Date: 01/09/21**

**Review Date: as required**