



September 2021 COVID-19 Risk Assessment

Location / Site	Ridgeway Primary School
Activity / Procedure	Updated Covid-19 Risk Assessment
Assessment date	Latest update September 1 st 2021

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

As a result of our reflections, feedback and observations over 2020-2021, we have made some alterations to previous routines: e.g. staggered timings EYFS and KS1, alterations to dropping off arrangements, staggered lunches /breaks and allocated playground areas, cleaner on site. A number of these measures will support our risk assessment but are not driven by our risk assessment, as these changes would have been implemented anyway.

Government guidance for schools states:

This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.

If there is a decision to reintroduce ‘bubbles’, school will return to either the model in place from March 8th 2021, or the model in place over the second half of the summer term. The relevant risk assessment in place at that time will be revisited and updated as appropriate.

Full guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

This risk assessment is written in line with the current government guidance for schools which can be found here: [link](#)

Area of Risk	Colour code
Whole school risks	
Group specific risks	
Staff specific risks	

Ridgeway Primary School

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
1. Risk of spreading the virus due to close contact with a child or adult who is ill or displays symptoms of the virus - resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> All adults and children to adhere to strict regulations about not attending on site if any of the coronavirus symptoms are present. All contractors / visitors to complete disclaimer. If any child becomes unwell or displays symptoms while onsite, they should immediately be escorted to the Acorns office. The child should isolate in this room until they are collected. Where possible the adult should wait outside the room. The supporting adult should notify the office / HST who will call family to collect the child immediately. If it is an adult member of staff, next of kin should be contacted. If an adult displays symptoms of Covid-19, while onsite, then they should notify the HST / SLT member and go home to self-isolate. If the adult needs to wait to be collected / is too unwell to go home alone, HST person id made aware and monitoring from a distance. The room will be closed after and cleaned by cleaners / staff (who volunteer). PPE: Government guidance states: PPE is only needed in a very small number of cases including if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The unwell individual should be tested for coronavirus and follow the current advice from Test and Trace process if testing positive. <p>Remote learning for children isolating (if well enough)</p> <ul style="list-style-type: none"> A clear plan for remote learning and contact with the teacher for any children needing to isolate so that there is minimal impact on education, and children are encouraged to stay at home in the event of needing to isolate (see Remote Learning Offer) <p>Non-participation in remote learning for those isolating / Safeguarding concerns</p> <ul style="list-style-type: none"> CT will monitor attendance on Zoom calls alongside uploading of learning and follow specified timescales and processes if a child is not accessing these during their isolation, including support phone calls to the parent and action from DSLs as necessary. Staff to follow usual policy regarding any safeguarding concerns in relation to children isolating at home and report concerns to a DSL/record on CPOMS. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
2. Lack of social distancing between year groups, staff and the possibility of contact between them, resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Ridgeway Primary School

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>Year groups</p> <ol style="list-style-type: none"> Year groups may cross for a range of planned events, e.g. assemblies in the hall (although limited year groups to avoid overcrowding), paired reading, child-initiated clubs, daily mile, after school clubs. If the government were to reintroduce bubbles, then activities which cross year groups will be suspended and separate class bubbles considered depending on the guidance at the time. Where a space needs to be shared between different year groups – tech room, dining hall, Ridgeway Nurture room – these areas will be cleaned between users in line with cleaning protocol. Majority of support staff will be allocated to a year group. Some staff will be working cross year groups as necessary. Walking on the right hand side of the corridor. <p>Break and lunchtimes</p> <ol style="list-style-type: none"> Year groups will continue to work as a unit during break and lunch times, with allocated outside areas, and supported by the same staff (where possible). Halls will be divided into zones with classes allocated a specific time slot, table and zone. Lunch times will be staggered. <p>Staff</p> <ol style="list-style-type: none"> Staff to be encouraged to maintain a 1 m distance from other adults, 2m for those who are CEV, particularly those working outside their regular year groups. Have a second break out room during lunchtimes (meeting room) to enable staff to have more space to spread out. Staff will be asked to continue wearing face masks in communal areas or when visiting different year groups if the local covid numbers are of a concern, when the numbers are low, masks can be optional. Staff who prefer to wear masks regardless of the numbers will be supported in doing so. Staff meeting will continue through a hybrid model depending on the plan for the meeting. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
3. Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> Designated drop off and pick up point for EYFS and KS1 classes, alongside staggered timings with 5 minute gaps. 10 minute window for KS2 to be dropped off in the morning. KS2 staff will lead their classes out at the end of the day using all available space. External classroom doors used where possible to minimise groups / classes using corridors. If a parent needs to talk with a member of staff, staff and parents will be asked to maintain a safe distance (this is based on staff feedback) 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
5. Lack of social distancing using toilets, poor hygiene or poor ventilation resulting in direct and indirect transmission of the virus			

Ridgeway Primary School

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Hygiene</p> <ol style="list-style-type: none"> Children will be encouraged and reminded to wash their hands when arriving to school, after toilet use and before eating for the recommended 20 seconds and will be given continuous reminders of how to wash hands properly: practising, videos and posters. Hand sanitiser bottles in each room, wall mounted stations at main office entry, inside KS1 (the conservatory) and KS2 entry, beside Tech room– but handwashing is preferred option. Ensure good respiratory hygiene practices – ‘Catch it, Bin it, Kill it’ when coughing / sneezing. All essential school visitors to read and sign Covid protocol and follow school hygiene practices. <p>Toilets</p> <ol style="list-style-type: none"> Children will access the toilets in small numbers which staff will monitor. Staff will support children in understanding not to over crowd the toilets. External toilet doors left open. Soap dispensers and paper towels kept well stocked in all staff areas with extra soap ordered to ensure we do not run out. Cleaner to regularly clean areas, with a particular focus on frequently touched surfaces, including extra cleaning of toilets during the school day. <p>Ventilation</p> <ol style="list-style-type: none"> Staff will ensure areas being used will be well ventilated. Staff will be being responsible for opening external windows to improve natural ventilation, and in addition, opening internal doors to assist with creating a throughput of air. Staff should balance the need for increased ventilation while maintaining a comfortable temperature. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
-------------------------------	-------------------------------------------------------------------------------------------------------------------

5. Lack of social distancing in the corridors resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Continue with minimal corridor furniture to maximise space. Minimise the bags / belongings coming backwards and forwards to school, including children not having their PE kits in school. All children and staff to walk on the right hand side only (except on year 6 stairwells, where each class will have a nominated side of the stairs to use, to minimise sharing of handrails). Staff will be asked to continue wearing face masks in corridor if covid numbers are of a concern, when the numbers are low masks can be optional. Staff who prefer to wear masks regardless of the numbers will be supported in doing so. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
6. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	

Ridgeway Primary School

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. There will be a cleaner onsite daily who will clean toilets and high touch areas. 2. All surfaces, handles and toilets will be cleaned again at the end of each day using appropriate cleaning materials. 3. Cleaning staff will follow protocols for safe working as advised by their employer and must follow school social distancing / hygiene practices. 4. Soft furnishings, soft toys and resources which cannot be easily cleaned, will be minimised. 5. ICT equipment: shared computers will be wiped after use (shared laptops, Tech room, staffroom) 6. Whole school shared resources will be cleaned before being used by another year group or left 72 hours 7. PE resources: resources such as bats / balls etc will be cleaned after year groups. Larger apparatus i.e. wall bars will be left 72 hours between different year group users. Staff to liaise about the use of large equipment.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
7. Risk of spreading virus due to close contact with children – intimate care resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. 2. If an adult is required to support intimate care, then PPE will be available if the adult would like to use it in line with Government guidelines. This will be government updated if guidance changed. 3. The LA advises the following: PPE is only required in education settings (staff or pupils) in four scenarios: Scenario 1: For the supervising adult if a pupil with Covid-19 symptoms needs direct personal care until they can return home. Scenario 2: Cleaning after a person who was unwell with Covid-19 symptoms has left the setting. Scenario 3: If PPE was already used in care routinely, e.g. changing nappies and caring for babies more generally. Scenario 4: For children who have behaviours which may increase the risk of droplet transmission (such as spitting) and whose care requires contact or care within 2 metres and a risk assessment establishes that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. What PPE should be used: Scenario 1: Fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection - if a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting. Scenario 2: Fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons. Scenario 3: Continue to use the PPE that they would normally wear in these situations, disposable aprons and gloves. Scenario 4: Eye protection should also be worn			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
-------------------------------	--	-------------------------------------------------------------------------------------------------------------------	--

8. Risk of spreading virus due to close contact with children – when working closely with children in class or delivering an intervention

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Staff to maintain increased hygiene measures and to sit alongside child (where possible). Where possible, any cross year group intervention (e.g. Ridgeway Nurture groups) will be provided in groups of no more than 6 children. Seating will be spaced out and interventions will take place outside or in a well-ventilated area. Children and staff will wash hands before and at the end of the session. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

9. Risk of spreading virus due to close contact with children – positive Handling resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children reluctant to leave parents at drop off to be supported using verbal encouragement and distraction techniques by one adult from the group (holding their hand to guide them only if necessary). Adult should wash hands thoroughly after contact with child / parent / carer. Parents informed if there is the need to use positive handling. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

10. Risk of illness and emotional distress of the staff – including anxiety

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Consultation with staff regarding September risk assessment update and input into hazard identification and control measures. Communication with staff – enable opportunity for staff to share thoughts through emails or face to face discussion to share concerns in regard to Sep guidance. Involve LP's in detailed planning. Send draft risk assessment, including control measures and the overview of plans for Sep, before the end of Summer term, enabling staff to communicate any concerns before September. Risk Assessment to have planned reviews after day one, week one and regularly after that – but reviewing of this plan is flexible and will be done if and when the need for change arises. HST to discuss individual staff risk assessments with them, following the updated guidance. Update personalised RA for clinically extremely vulnerable members of staff. 			

Ridgeway Primary School

6. HT meeting with NEU Union rep and Well-being lead in July to discuss risk assessment.			
7. Monitor staff and where needed have individual conversations to check how staff are feeling. Get feedback from line managers and alter support where needed.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
------------------------	-------------------------------------------------------------------------------------------------------------------

11. Community not engaging with Test and Trace process

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
-------------------------	---------------------------------------------------------------------------------------------------------------------

1. Staff and community to understand the expectation of informing school if they have been in contact with someone with suspected Covid-19 symptoms or someone who has been confirmed as having Covid-19. Communicate this through staff code of conduct, emails and updated Home School agreement.
2. Children, parents and staff to self-isolate if instructed to do so by Test and Trace.
3. Follow the Croydon /DfE flow chart if someone has suspected symptoms.
4. Regular reminders to the community about what the government guidance is and reminders to follow this guidance.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
------------------------	-------------------------------------------------------------------------------------------------------------------

10. Lack of social distancing during Acorns wraparound care resulting in transmission of the virus across groups

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
-------------------------	---------------------------------------------------------------------------------------------------------------------

1. The provision will use different spaces for each Key Stage, wherever possible, as staffing ratio allows.
2. Allocated toilet use to match toilet areas used during the day .
3. Allocated resources to each year hall space. Larger resources e.g. pool table, to be rotated and cleaned between groups.
4. Staff to supervise a specific space for a set duration (e.g. half a term), wherever possible (i.e. except in emergencies or where staff absence requires staff movement).

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
------------------------	-------------------------------------------------------------------------------------------------------------------

11. Lack of social distancing or appropriate health questions being asked to visitors resulting in bringing in disease from outside and transmission of the virus across bubbles

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
-------------------------	---------------------------------------------------------------------------------------------------------------------

1. All visitors to be booked in at the office.
2. All visitors to fill in a visitor disclaimer form at the office: Visitor declaration – if they say yes to any of the questions they may not be allowed entry. Form to include contact details for Test and Trace.

Ridgeway Primary School

3. Visitor to be met initially by member of staff. (School site manager will stay with any contractors on visits). Staff member will talk through relevant protocols i.e. cleaning, social distancing expectation between children / adults, adults / adults, if a child / adult show symptoms.
4. Staff member who has arranged the visitor will monitor (if not accompanied all the time) to ensure procedures are being followed.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
------------------------	-------------------------------------------------------------------------------------------------------------------

12. Spreading the disease through current monitoring practices: lesson observations, learning scrutiny or learning looks.

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
-------------------------	---------------------------------------------------------------------------------------------------------------------

1. Observers will maintain a 1 metre+ from all adults and will minimise the time spent closer than 2m from a child.
2. Hands will be washed / sanitised before entering the learning area.
3. Hands will be washed before and between handling books from different classes.
4. There will be increased ventilation while observers are in the classroom (while maintaining appropriate heat levels).

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
------------------------	-------------------------------------------------------------------------------------------------------------------

13. Risk of disease spreading through lack of social distancing due to space (corridor spaces), or through sharing of office / shared spaces

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	HIGH	MEDIUM

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
-------------------------	---------------------------------------------------------------------------------------------------------------------

- Staff advised to maintain a 1 metre distance from other adults where possible or to wear a mask if not possible.
- Windows to be opened in office spaces to enable airflow.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	MEDIUM

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HST comments	Insert comments relevant to findings as appropriate
---------------------	-----------------------------------------------------

As the majority of adults have had at least their first vaccine, and most will be fully vaccinated by September, the guidance is less restrictive and is enabling schools to move to routines and organisation more like it was pre-Covid. As a school, we feel there are still control measures, as outlined above, which we need to have in place to continue to protect our community.

With these control measures in place, we feel we have reduced the risks for September while following the Government guidance. However, it should be noted that, given the nature of a school environment and the nature of Covid-19, there is risk of Covid spreading within our setting.

Ridgeway Primary School

This risk assessment will be revisited in late August as the covid situation is continually changing, if updates are necessary these will be sent to staff for their views the week before school is due to reopen.

Name of assessor	Signature of assessor	Date
HT: Rebecca Shelley & Suzanne Kelly DH: Jonathan Smith AHT: Dawn Gibbs	Shared electronically	Continually updated

Governor comments	Insert comments relevant to assessment as appropriate

Chair of Governors	Signature	Date
Daniella Broadberry from Sep 2021	Shared electronically	19/07/2021

Risk assessment reviews	Daily from w/c 02/09/2021 Weekly from w/c 19/9/2021 As needed from Oct 1 st 2021
--------------------------------	---------------------------------------------------------------------------------------------------