



COVID-19 RISK ASSESSMENT

(In addition to risk assessments already in place)

September 2021

This risk assessment details the actions taken to reduce the risk of transmission of coronavirus (COVID-19) at MRJS. This includes public health advice, endorsed by Public Health England (PHE).

From September 2021, we will no longer keep children in consistent groups ('bubbles').

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at break/lunch.

Face coverings will no longer be mandatory for staff or visitors - either in classrooms or in communal areas. Face coverings will be recommended for parents, visitors and staff when inside the school building if they are likely to be in close proximity to people they would not normally meet, for example, at a school concert.

MRJS has an 'Outbreak Management Plans' that cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Location / Site	MILL RYTHE JUNIOR SCHOOL
Assessment date	23.08.21
People at risk	Employees/Pupils/Parents/Visitors/Contractors

The school is following all guidance from the DFE and PHE. Leadership team to inform staff regarding Covid-19 guidance as it is updated:

- Gov.uk <https://www.gov.uk/>
- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/organisations/department-for-education>
- Health and Safety Executive <https://www.hse.gov.uk/>



Control measures listed below adhere to Government Guidance: Schools COVID-19 operational guidance 17th August 2021 and Actions for early years and childcare providers during the COVID-19 pandemic updated 17th August 2021

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SPECIFIC RISK:	1) Staff member/pupil on site with Covid19 symptoms: (resulting in increased risk of direct transmission of the virus)
Who might be harmed?	Staff, students and visitors
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • If a child/staff member becomes unwell with a new, continuous cough, a high temperature or a loss of taste and smell in an education setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and asked to book a PCR test. The child or staff member will need to self-isolate during this time. • If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision if required or if the weather allows they will wait outside with a member of the leadership team. • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. • The room they wait in and bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. Until both rooms have been cleaned, signage will indicate that no one should enter. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, or a loss of taste and smell they do not



	<p>need to go home unless they develop symptoms themselves.</p> <ul style="list-style-type: none"> • That member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • The class will move to a spare classroom whilst their own room is cleaned. Before this happens, signage will indicate that no one should enter. The same signage will be displayed on both the waiting room and the toilet if it has been used. <p>What if there is a confirmed case of coronavirus in school?</p> <ul style="list-style-type: none"> • School will contact the DfE Covid line (0800 046 8687) if either of the thresholds outlined below are reached which indicate that transmission is happening within the setting. The DfE will then guide us through actions that need to be taken. <p>The thresholds for further action are:</p> <ul style="list-style-type: none"> ➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>A group that is likely to have mixed closely will be defined as a class, extra-curricular club or friendship group at break and lunchtimes.</p> <ul style="list-style-type: none"> ➤ We will also contact the DfE helpline if a pupil, student, child or staff member is admitted to hospital with Covid-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. <ul style="list-style-type: none"> • Close contacts who are under 18 years of age irrespective of their vaccination status or those who are double vaccinated will not need to self-isolate if they are a close contact of a positive case. Close contacts will be advised to take a PCR test and, if positive, will need to self-isolate. 18 year olds will be treated the same way as children until they are 6 months after their 18th birthday and then they will be treated as adults. If a PCR test is taken within 2 days of a positive lateral flow test and it is negative, it overrides the lateral flow test and the person can return to their setting as long as they do not display any Covid-19 symptoms. • School will follow the latest guidance from DfE and PHE – this is under constant review so is no longer recorded within the risk assessment – and communicate actions accordingly with the school community. <p>-</p>
<p>Do you need to do anything else?</p>	<p>Nothing further identified at present.</p>
<p>Action by whom & When:</p>	<p>Review at regular intervals together with staff to report any problems.</p>



SPECIFIC RISK:	2) Poor cleaning and hygiene controls leading to direct and indirect transmission of virus
Who might be harmed?	Staff, students and visitors
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • School to stringently follow the COVID-19: cleaning of non-healthcare settings guidance – updated July 2021. • Ensure that sufficient hand washing facilities are available. Additional hand sanitiser dispensers will be placed outside every classroom or bottled sanitiser will be in every classroom. • Each classroom and shared learning environment will have cleaning equipment to allow for regular cleaning of high contact points throughout the day (at least twice). • Surfaces within classrooms will be clear to facilitate cleaning. • High contact points will be cleaned more regularly than normal (at least twice) throughout the school day. These will include but not be limited to desks, doors, sinks, toilets and light switches. Classes to wipe their own tables down before going to lunch, teaching staff to wipe door handles and light switches a lunchtime. • Classes no longer need to use no longer need to use their own toilets and sinks but each class has specific toilets and sinks that they use across the day and these are cleaned a minimum of twice a day. <p>Ensure that all staff members and pupils:</p> <ul style="list-style-type: none"> - Frequently wash their hands with soap and water for 20 seconds and dry them thoroughly or use sanitiser. - Clean their hands on arrival at the setting, before and after eating, when changing rooms, when returning from breaks and after sneezing or coughing. Sanitising will be overseen by adults except when children use the toilet within lessons. - Are encouraged not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'.) - Ensure that help is available for pupils who have trouble cleaning their hands independently – this will be discussed with individual staff working with specific children. - Encourage pupils to learn and practise clean habits through games, songs and repetition. - Where possible, all spaces should be well ventilated using natural ventilation (opening windows). - Prop doors open, where safe to do so (bearing in mind fire-safety and safeguarding), to limit use of door handles and aid ventilation. No doors that open onto public spaces will be left open. Fire doors have electric opening systems on them to ensure they close in the event of a fire. - We have acquired proportionate supplies of bio-disinfectant, anti-bacterial gel and cleaning products. - There is no need for anything other than normal personal hygiene and washing of clothes as you normally would following a day or two in an educational or childcare setting. - Timetabled hand sanitising will be overseen throughout the day by



	<p>members of staff with the exception of washing hands after using the toilet within lesson time.</p> <ul style="list-style-type: none"> •
Do you need to do anything else?	Nothing further identified at present.
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	3) Risk of illness of vulnerable staff/pupils and family members
Who might be harmed?	Staff, students and visitors
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • We will adhere to the national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL). • Shielding advice alongside advice for clinically extremely vulnerable, issued by DFE, will be followed at all times - this is subject to change as the pandemic progresses and the transmission rate varies - and may impact the ability of some staff and pupils to work and learn in school. Remote learning and provision to work from home will be used as required. • Parents of pupils who remain under the care of specialist health professionals have been asked to continue to consult with these professionals throughout the pandemic and to share the outcomes of these discussions with school so systems can be adjusted accordingly. Absence will not be penalised of pupils who do not attend school because of the advice of clinical experts. • School will meet with the pupils and parents of any children who are anxious about returning to school following any lockdowns to discuss individual concerns. • By applying the full measures in the DFE Guidance Schools COVID-19 operational guidance 17th August 2021, and Contingency Framework: Education and Childcare Settings and the Schools Coronavirus Operation Guidance August 2021, risks to all staff, children and their families are mitigated significantly. • This is in addition to risk assessments already in place and individual risk assessments written for an identified need, for example, a risk assessment for staff pregnancy. •
Do you need to do anything else?	Nothing further identified at present.
Action by whom & When:	Review at regular intervals together with staff to report any problems.



SPECIFIC RISK:	4) Volume of staff and pupils working inside the school building
Who might be harmed?	Staff, students and visitors
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • Cleaning materials in class, reception area, offices and the computer suite. • Hand sanitiser in each classroom, reception, kitchen and offices. • Increased cleaning of tables in classrooms and high contact points in classrooms and around the school building (a minimum of twice a day) • Regular handwashing/ sanitising; Teachers to ensure that everyone washes/sanitises their hands as timetabled throughout the school day – at the beginning of the school day and before eating, each time pupils enter a new room, when returning from break and lunchtime and at the end of the school day. Additional hand cleaning will occur as needed for example, after coughing or sneezing. • General reminders for hygiene. • Encourage the use of tissues when the need to sneeze or to use their elbow, rather than their hands. • Bin tissues immediately and then wash hands. (Catch it, Bin it, Kill it) • Display posters to explain the social distancing and hand washing protocols for the pupils. • Children have their own learning pack so that daily equipment is not shared. Where resources which are necessary for delivering the curriculum are used across year groups, they will either not be used for 48-or cleaned thoroughly by class teachers using disinfectant spray. • Registers and EOD registers will be taken to and collected from the office by a consistent pupil. After using the registers, office staff will wash their hands thoroughly for at least 20 seconds. • Any groups or organisations hiring our premises will need to provide the Headteacher with a copy of their risk assessment and all systems will be agreed to reduce the risk of infection spreading. • If staff or pupils arrive at school wearing face masks/coverings, these will be removed following government guidance – not touching the front of them - and either binned or stored inside a plastic bag. Staff and pupils will then wash their hands immediately.
Do you need to do anything else?	Nothing further identified at present.
Action by whom & When:	Review at regular intervals together with staff to report any problems.



SPECIFIC RISK:	5) Reception area is a high traffic space for staff, pupils, visitors and parents
Who might be harmed?	Staff, pupils, visitors and parents
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • Radios/Email/phone used as main form of communication between staff and office team. • Parents are requested to contact school by phone/email and to limit the number of occasions when they will visit the office. • Only one parent / visitor to wait in reception area at one time. • Deliveries left in foyer area • Any contractors on site must use hand sanitiser/ wash hands on arrival – Geoff to meet with them and set expectations. • Wherever possible, staff are requested not to enter office space • Attendance/dinner registers/EOD will be taken to and from the office by a consistent child from each class • Office staff to send messages to staff via the register in the morning. If messages are communicated in the afternoon, they will be communicated physically by a member of the office team or another designated adult. • Antibacterial spray left by telephones and used to wipe down phone if used by a different member of staff. • PPE to be used if dealing with suspected coronavirus and 2 metre social distancing cannot be maintained or intimate care is required in delivering first aid. • Perspex screen installed on office counter/table positioned to restrict close access.
Do you need to do anything else?	Nothing further identified at present.
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	6) Contact of shared resources resulting in indirect transmission of the virus
Who might be harmed?	Staff, students and visitors
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • Use of shared resources will be limited wherever possible – timely and effective handwashing or sanitising is the most effective way to limit indirect transmission of the virus. • Pupils will be issued with their own pen/pencil/ruler/glue stick/whiteboard and whiteboard pen – all to be kept stored in a named plastic zippy wallet. Maths and English books will be stored at school however teachers may take them home in order to mark them. Staff will wash or sanitise hands after reviewing them.



	<ul style="list-style-type: none"> • Reading books, reading star journals and home learning will be sent home. Staff will wash or sanitise hands after reviewing them. • The school library will reopen in week 2 of the Autumn term. Children and staff will sanitise their hands when arriving at the library. Children will be encouraged not to handle more books than is necessary. Returned books will be stored for 48 hours before being scanned back in. Teachers will clean the computer, mouse and scanner before leaving the library. • Children using Scheme books will sanitise their hands after choosing new books. Children using Barrington Stoke books will sanitise their hands after choosing new books. • Pupils will be given 1 x reading books from school to read which must stay at school. These will be wiped and swapped by the teacher when needed. Children will not need to choose books from the class library. • Must read books will go home with children. They will be cleaned by the teacher when they are returned or stored for 48 hours before going back on the book case. • Pupils will sanitise their hands as directed on their timetable and additional washing will be advised where needed. • Shared resources such as maths items/science equipment will be cleaned with disinfectant each night and left to dry if it is being shared between year groups– it may also be left for a period of 48 hours if it is not being used the next day by another class. • Tables, door handles and other hard surfaces will be cleaned periodically (a minimum of twice) throughout the day by staff in bubble – and a thorough clean by site staff when pupils/staff gone home.
Do you need to do anything else?	Nothing further identified at present.
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	7) Shared use of toilets
Who might be harmed?	Staff, students and visitors
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • Toilets assigned to specific year groups during lesson times. • Teaching team to explain arrangements for using the toilets with their class (one at a time, asking permission, wash hands thoroughly with soap for 20 seconds, dry hands.) • Soap and hot water in each toilet • Increased cleaning- cleaning timetabled • Additional signs are displayed in and around toilets to promote good hand washing.
Do you need to	Share good hygiene practises for hand washing with pupils when they return to



do anything else?	school.
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	8) Appropriate ventilation
Who might be harmed?	Staff, Students, Visitors
What are the hazards?	What are you already doing?
<p>Contracting Covid-19</p> <p>More windows are kept open due to Covid-19 (cold in winter)</p> <p>Use of Air Conditioning Units</p>	<p>In occupied areas:</p> <p>Glazing Opening high-level windows in preference to low level to reduce draughts.</p> <p>Ventilation: In cooler weather windows should be open just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</p> <p>Balance the need for increased ventilation while maintaining a comfortable temperature:</p> <ul style="list-style-type: none"> • Increasing the ventilation while spaces are unoccupied • Advising additional suitable indoor clothing • If possible, rearrange furniture to avoid draughts • Heating to be used as necessary to ensure comfort levels are maintained <p>Air Conditioning Units Health & Safety Executive have stated that the risk of air-con spreading Covid-19 are low: "You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply."</p>
Do you need to do anything else?	Nothing further identified at present.
Action by whom & When:	Review at regular intervals together with staff to report any problems.



SPECIFIC RISK:	9) Administering first aid
Who might be harmed?	Staff and pupils
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> Medication will be administered from the medical room as normal. Children or staff who display Covid-19 symptoms will be collected from their classroom and moved to a room or wait outside with a member of the leadership team where they will await collection – see earlier guidance for details around this and cleaning. Any medical items which are soiled (with blood or other matter) will be disposed of using the lidded medical bin. Hand wash and hand sanitizer will be available in the medical room. If a child has a minor injury this will be dealt with by the class teacher or TA. More serious injuries will be assessed at the office. Staff will radio for children to be collected from where they are at the time. Teachers and teaching assistants will be aware of the medical needs of their classes. <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
Do you need to do anything else?	Nothing further identified at present
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	10) Need for remote learning
Who might be harmed?	N/A
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> If a child is unable to attend school because they have tested positive for social distancing, they will be able to access remote learning under the curriculum tab of the school website. Expectations around this will be communicated with pupils and parents. Learning will be planned to mirror as closely as possible the learning currently taking place in school. Remote learning will look different if it is for individual children, whole classes or whole school.



	<ul style="list-style-type: none"> • Parents will be supported with how to guides for different aspects of remote learning. They will be able to access support from class teachers Becky or Erica when their children are learning at home. • Teachers will contact children if they are at home for 5 days or more in cases of individual pupils self-isolating. They will contact all children once a week in the event of the wider school working remotely and will hold daily registration sessions. Additional calls are made by DSLs to more vulnerable children and their families. Any concerns are recorded on CPOMS and decisions made to support individuals by the DSL team. • Weekly or fortnightly newsletters shared with all parents keeping everyone up to date with what is happening in school. • Additional support is in place for our vulnerable pupils who are learning at home for a range of reasons. This includes: Thrive newsletters, thrive phone calls, hello selfies, weekly or two weekly phone calls to identified parents. • Instagram will continue to be updated to maintain our sense of community. • Advice and support will be sought as an when it is needed from outside agencies and this will be sign posted to parents. • Devices given to families who require access during periods of remote learning • Teaching staff/TAs to continue to use google classroom with pupils so they are aware of how to use if need arises.
Do you need to do anything else?	Nothing further identified at present
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	11) Safeguarding for pupils who are learning from home.
Who might be harmed?	Pupils
What are the hazards?	What are you already doing?
Risk of a child at risk of harm	<ul style="list-style-type: none"> • A member of the DSL team will be onsite at all times whilst pupils are in school or in the rare occasion that a DSL is not onsite, they will be contactable by phone and staff will be aware of their absence in advance. • Staff in school will follow our standard safeguarding procedure for pupils who are on site and inform children's services by the appropriate method as needed. Staff will be made aware that there may be more disclosures because children may have felt unable to share whilst not in school. • Pupils who we feel are vulnerable but are continuing to learn at home will be supported by daily contact with their class teacher if they are well. If the class teacher is unwell, weekly communication will be completed by staff in school to ensure health and well-being at home is good and that there are not any concerns about learning. • Regular contact with named social workers and other outside agencies is being maintained as appropriate. • Safeguarding meetings, such as Child Protection Reviews, are happening as usual however these are likely to still be completed virtually.



	<ul style="list-style-type: none"> • Childline phone number is accessible through the school website for children that need it. • All children have the school email address for worries that they want to share with staff in school worry@millrythe-jun.hants.sch.uk • Advice and support will be sought as an when it is needed from outside agencies and this will be sign posted to parents.
Do you need to do anything else?	Nothing further identified at present
Action by whom & When:	Review at regular intervals together with staff to report any problems.

SPECIFIC RISK:	12) Emotional well-being of pupils and staff.
Who might be harmed?	Staff and pupils
What are the hazards?	What are you already doing?
Contracting Covid-19	<ul style="list-style-type: none"> • Children are supported to develop a range of strategies to support themselves and their peers. This is further enhanced by PE, trick box, RHE, ELSA, FEIPS and Thrive with additional support at levels 2-4 as required. • Well being materials to be circulated to all stake holders. • Staff to check in with families if there are reported concerns. Where concerns are raised these are fed back to the DSL team and a support plan is agreed. • Teaching staff will be provided with skills and resources to understand emotional needs in order to respond to pupil's challenges. • Pupil and staff bereavement will be managed in line with Hampshire guidance. • Staff are able to come to discuss concerns and shared control measures at any time with Becky and Erica. This is always an agenda item for staff meetings. • Sharing of support helplines – health assured and others • Posters displayed in the staff room to include support lines – stress and bereavement counselling. • Nominated members of staff is available to staff on a daily basis to be contacted to discuss staff concerns (Becky, Erica and Sue). • Whole school risk assessment to be reviewed on a needs basis – until the school returns to 'normal'. Opportunities to share concerns will also be part of weekly staff training sessions
Do you need to do anything else?	Nothing further identified at present
Action by whom & When:	Review at regular intervals together with staff to report any problems.



PREMISES RISK ASSESSMENT - Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		Imminent				
		High				
		Medium				
		Low				
Very low						
1.						
2.						

Responsible Manager: Becky Vousden Acting Headteacher	Signature	Date: August 2021
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Name of assessor	Signature of assessor	Date
Becky Vousden	<i>R.Vousden</i>	Originally written 21 st May 2020 Latest review 23 rd August 2021

Manager's comments	Insert comments relevant to assessment as appropriate
Date of next review Oct 2021	

Name of manager	Signature of manager	Date



Risk assessment reviews	Set future review dates & sign/comment upon completion
27th August 2020	David Bessant
28th August 2020	David Bessant re face coverings
1st November 2020	David Bessant hazard 22
5th January 2021	David Bessant - changes due to national lockdown
8th March 2021	David Bessant – return of all pupils
10th April 2021	David Bessant – move to year group bubbles at lunch and breaktime.
23rd August 2021	Becky Vousden – return to school and changes due to entering phase 4 of the national Covid-19 strategy.