

# Woodlands School Risk Assessment - COVID 19

## Year 6 Taster Day and Parent / Carer

### Information Evening 28<sup>th</sup> – 29<sup>th</sup> June 2021

**DEFINITIONS:**

**Hazard**

Something with the potential to cause harm

<b>Facility:</b>	<b>Woodlands School</b>
<b>Description of Task:</b>	<b>COVID 19 Pandemic Planning</b>
<b>People at Risk:</b>	<b>Staff, Pupils, Visitors, Site Team</b>

**Risk**

The likelihood of hazard reaching its potential

<b>Risk</b>	1 = Remote	5 = Definite
<b>Severity</b>	1 = Slight	5 = Fatal
<b>Risk x Severity = Rating</b>		
16 – 25 =	Urgent attention	
8 – 15 =	Attention may be required	
<b>Objectives</b>		
1. Eliminations	4. Use of Procedures	
2. Substitution	5. Warning System	
3. Use of Barriers	6. PPE	

		Residual Risk / Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Identified hazards associated with the COVID 19 Pandemic	Risk and impact of infection before controls	Severity impact of infection before controls	Total Rating Risk x Severity	Control measures which must be in place to mitigate effects of COVID 19 for safe operation of Woodlands School	Risk impact of Infection after controls	Severity impact of infection after controls	Total Rating Risk x Severity	Action Complete
<p><b>All Pupils, Staff and Visitors shall comply with Woodlands School COVID19: Full Opening (March 2021) Updated Risk Assessment and Action Plan Revision 7 01/03/2021 that is avail be on the school website <a href="https://www.woodlandsschool.org/attachments/download.asp?file=204&amp;type=pdf">https://www.woodlandsschool.org/attachments/download.asp?file=204&amp;type=pdf</a></b></p>								
Health and Safety Policy and COVID 19: Risk Assessment and Action Plan Head Teachers Responsibilities	3	4	12	<p><b>The Headteacher will:</b></p> <ul style="list-style-type: none"> <li>Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority.</li> <li>Prioritise the wellbeing of all Pupils and staff and visitors and ensure there is appropriate support in place.</li> </ul>	2	3	6	On going

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Adherence to Health and Safety Policy and COVID 19: Risk Assessment and Action Plan Staff Responsibilities	3	4	12	<p><b>All staff will:</b></p> <ul style="list-style-type: none"> <li>• Carry out all work in accordance with the H&amp;S policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19.</li> <li>• Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher.</li> <li>• Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan</li> <li>• Prioritise the wellbeing of all Pupils and other staff.</li> </ul>	2	3	6	On going
Appropriate pupil behavioral norms to help mitigate the spread of COVID 19 Failure to comply to guidance	4	4	16	<p><b>All Year 6 Pupils:</b></p> <ul style="list-style-type: none"> <li>• Will observe the Health and Safety rules of the school, including new arrangements in response to COVID-19.</li> <li>• Report any Health and Safety concerns to a member of staff.</li> <li>• Year 6 Pupils will follow instructions with whom they can socialise with at school.</li> <li>• Year 6 Pupils' will be expected to stay strictly within the group they are allocated to.</li> <li>• Comply with instructions about sneezing, coughing, tissues, and tissue disposal and avoiding touching their mouth, nose, and eyes with hands.</li> <li>• Year 6 Pupils' will sanitise their hands with alcohol cleanser before entering and leaving the school building and periodically throughout the day at break and lunch times.</li> <li>• Year 6 Pupils' must follow the school's rules on hand washing and using sanitiser, including washing hands with soap and hot water before and after using the toilets.</li> <li>• Year 6 Pupils' must meet the 'catch it, bin it, kill</li> </ul>	4	3	12	29/06/2

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Appropriate pupil behavioral norms to help mitigate the spread of COVID 19  Failure to comply to guidance (Continued)	4	4	16	<ul style="list-style-type: none"> <li>it' expectations.</li> <li>Year 6 Pupils' must tell an adult if they feel unwell.</li> <li>Year 6 Pupils' should follow the rules about sharing equipment and other items.</li> <li>Year 6 Pupils' follow Staff / Tutor instructions on who they can socialise within class, at break times and lunchtimes and where they can play.</li> <li>Year 6 Pupils' must not share food or drink with others.</li> </ul>	4	3	12	29/06/12
Staff health, safety, and wellbeing	4	3	12	<ul style="list-style-type: none"> <li>Appropriate support for the wellbeing, mental health, and resilience in place for staff including bereavement counseling as required.</li> </ul>	2	3	6	On going
Cleaning	4	4	16	<ul style="list-style-type: none"> <li>Thorough daily cleaning at an enhanced level <u>COVID19: Cleaning in non-healthcare settings guidance.</u></li> <li>Enhanced cleaning throughout day by housekeeper, wash stations, flat surfaces, and handrails, lavatories, flush buttons</li> <li>Additional cleaning of PC / desktops keyboards telephones and work surfaces</li> <li>Churchill cleaning team will conduct regular cleans of all drinking fountains</li> </ul>	3	3	9	On-going  In hand

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Emergency evacuation procedure and muster point	4	4	16	<ul style="list-style-type: none"> <li>Head of Year 7 shall ensure that all Year 6 Tutors and supporting School Prefects ensure that Year 6 pupil know what to do in the event of a school evacuation</li> <li>HOY 7 / Mrs Luka Atkinson to confirm if PEEPs and TEEPs are required for Year 6 Pupils.</li> </ul>	3	3	9	By 20/06/21
PPE and training required for safe use	4	3	12	<ul style="list-style-type: none"> <li>PPE provided and training as required for the safe use of PPE, staff and Pupils need guidance on using and disposal of PPE</li> <li>Hand sanitiser dispensers and signage posted at all entrances to the school.</li> <li>Antibacterial surface spray and wipes and disposable blue rolls for cleaning surfaces purchased and available.</li> </ul>	3	2	6	As required
Appropriate staffing curriculum / learning environment social isolating in classroom and corridors.	4	4	16	<ul style="list-style-type: none"> <li>Review staffing of teachers and progress mentors at any one time to operate safely the school whilst meeting the needs of Pupils.</li> <li>All classroom doors left open, no touching of door handles.</li> <li>Implement one-way system, in one end and out the other end of corridors</li> <li>Where possible create bubbles of Pupils who will use the same classrooms, facilities, and lavatories throughout the school day.</li> </ul>	4	3	12	On going

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<p>Appropriate staffing curriculum / learning environment social isolating, corridors and outdoor play for Year 6 Pupils.</p>	4	4	16	<ul style="list-style-type: none"> <li>• Year 6 Pupils to be accompanied at all times by a member of Staff, Progress Mentor or Prefects</li> <li>• Where at all possible Year 6 Pupils shall not interact with other Pupils</li> <li>• Staff, Progress Mentor or Prefects shall wear a face mask in the classroom and whilst accompanying Year 6 around the school</li> <li>• All Pupils, staff and visitors to regularly hand sanitise, wall mounted dispensers and freestanding hand sanitiser foot operated dispensers mounted at every ground floor entrance and in every classroom.</li> <li>• Year 6 Pupils shall be contained within the AWP boundary fencing throughout break and lunchtime</li> <li>• Any year 6 Pupils requiring the lavatory during lesson, break and lunchtime will be escorted by a Prefect who will ensure Year 6 Pupils thoroughly wash and dry their hands</li> <li>• Primary school Pupils are not required to wear a face mask in school but can do so if they so wish</li> <li>• Pupils and Staff are encouraged to continue to wear a facemask in corridors and communal areas.</li> <li>• Disposable facemask will be available in HOY's offices and at the school reception for Pupils and visitors who arrive at school without face covering.</li> <li>• All teaching staff are to only teach from the front and not mix with the Pupils in the classroom, keep a two-metre distance. If you do have to mix, then you should consider</li> </ul>	3	3	9	By 20/06/21

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Appropriate staffing curriculum / learning environment social isolating, corridors and outdoor play for Year 6 Pupils.	4	4	16	wearing your face covering <ul style="list-style-type: none"> <li>Pupils are to wipe down desk all their equipment at the end of each lesson, The Tutor is responsible for spraying the desks and should wear a face covering. Pupils shall not be allowed to spray their desk with disinfectant.</li> </ul>	3	3	9	
Appropriate staffing, classroom Corridors and outdoor play for Year 6 Pupils during break and lunch time.	4	4	16	<ul style="list-style-type: none"> <li>Year 6 will go to lunch at 13:00, their Tutor, Progress Mentor, will escort them or Prefects to the rear terrace where they will queue to enter the dining hall.</li> <li>As soon as Year 6 Pupils have collected their lunch they will be escorted to the AWP</li> <li>Year 6 Pupils will not interact with the remainder of the school.</li> </ul>	3	3	9	28/06/21
Appropriate staffing, classroom Corridors and outdoor play for Year 6 Pupils during break and lunch time.	4	4	16	<ul style="list-style-type: none"> <li>Seating plan to be captured and retained at the start of every lesson, by the Tutor, Progress Mentor or Prefects.  <b><u>ALL CLASSROOM SEATING PLANS ARE TO BE PASSED TO HOY 7 AND RETAINED FOR 10 DAYS</u></b></li> <li>Parents of Year 6 Pupils shall notify their child's parent school and Woodlands school immediately if their child or any member of the immediate family has symptoms or has a confirmed positive case of COVID 19 within 10 days of attending the Year 6 Taster day 28<sup>th</sup> – 29<sup>th</sup> June 2021</li> <li>Woodlands school shall notify all Feeder schools / Parents / Carers of those Year 6 Pupils attending the Taster day of any suspected or confirmed case of COVID 19 in</li> </ul>	3	3	9	28/06/21
	4	4	16		3	3	9	28/06/21

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				Pupils, staff or visitor who were involved in the Year 6 Taster day 28 <sup>th</sup> – 29 <sup>th</sup> June 2021				
Test and Trace COVID19 precautions for Year 6 Pupils Taster Days Coordination	4	4	16	<ul style="list-style-type: none"> <li>• All Year 6 Pupils will be required to wear a plain face-covering unless exempt</li> <li>• All Year 6 Pupils will be assembled in class bubbles of up to 30 Pupils on the 3G pitch outside.</li> <li>• Pupils to arrive no earlier than 08.45 &amp; no later than 09.00</li> <li>• Pupil numbers of restricted to bubbles 30, where possible just two primary schools.</li> <li>• When moving around the school Year 6 Pupils will be escorted at all times and move at a different time to the rest of the school body</li> <li>• Year 6 Pupils will be expected to wipe down any equipment that have used after each lesson &amp; sanitise their hands upon entry to the classrooms</li> <li>• At break &amp; lunch Year 6 Pupils will be outside on the 3G AWP but in their strict bubbles of 30, isolated from the other bubbles and the main body of the school</li> <li>• Year 6 Pupils to be released in class bubble groups at 15.30 when the rest of the school have finished school.</li> <li>• Year 6 Parents and Carers are requested not to arrive at school to pick their children <u>until 15:20 and to remain in the car park and outside the school security fencing.</u></li> </ul>	3	3	9	28/06/21

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Test and Trace COVID19 precautions for Year 6 Pupils Taster Days and Parent Carers Evening Coordination	4	4	16	<ul style="list-style-type: none"> <li>Parents / Carers or Pupils are not to attend the Taster day if anyone within the household is displaying symptoms of COVID-19, or if otherwise advised not to by the school or another appropriate Body (GP or NHS Track and Trace, for example).</li> <li>All Year 6 Parents / Carers and Pupils will be required to wear a plain face-covering unless exempt</li> <li>Parents / Carers to adhere to drop-off and collection arrangements set by the school during the day, (not to pass the gate from the car park) and evening event</li> <li>Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply.</li> <li>Adhere to government guidance at all times to reduce the risk of transmission.</li> <li><u><a href="#">Coronavirus (COVID-19): guidance for schools and other educational settings</a></u></li> </ul>	3	3	9	28/06/21

Date of Risk Assessment:	23/06/2021	Review Date:	28/06/2021
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Prepared by:	Donald Wykes	Resource Manager	Signed:	<i>Donald Wykes</i>
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