

Educational Setting	Wilbarston CEVC Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Andrea Green 14.7.20
Review Dates	14.8.20 4.9.20, 17.9.20, 15.10.20 2.11.20 8.12.20 3.1.21 21.1.21
Review Date	26.2.21. 5.3.21 31.5.21. 1.9.21. including consultation with all staff

Context from Schools Operational Guidance Document Aug 27th 2021

“The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked 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 2 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”.

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.

(Operating Guidance to Schools Aug 27th 2021)

Our latest risk assessment is based on those control measures and reflects all current guidance to schools:

- **Managing Coronavirus in Educational Settings -Contingency Framework :Education and Childcare Settings – latest update Aug 17th 2021** [Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#)
- **Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - latest update 31st August 2021** [COVID-19: guidance for households with possible coronavirus infection - GOV.UK \(www.gov.uk\)](#)
- **Schools COVID-19 operational guidance - updated 27 August 2021** [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

Reviewed Sept 21

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	<p>Staff</p> <p>Children</p> <p>Visiting professionals eg Pacesetters</p> <p>Parents on site</p> <p>Contractors on site for H&S or premises</p>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school Staff and children clean hands thoroughly more often than usual and on arrival (before/after lunch and breaks) For bus children – sanitiser on the bus to be used on entry each time 	<ul style="list-style-type: none"> Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this? Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available? Are there sufficient stocks of tissues and disposal bins available for all classrooms? Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks? Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc? Are their sufficient stocks available in the locations it is likely to be needed? For interventions in a room where different groups might be present during the day – anti-bac of all used 	<p>Peri room nearest playground and signed will be used by pupil and staff to wait outside the room if possible –with PPE and window open (In Robins sheltered area to be used.)</p> <p>EMB/MJ to oversee towels/soap/PPE /tissues and first aid resources and ensure enough.</p> <p>Staff to communicate to MJ by Friday lunchtimes any necessary top ups.</p> <p>EMB/MJ</p> <p>Reminder to staff in Sept about hand washing and ventilation (MJ to update LS and IG)</p> <p>Staff to re-teach handwashing then supervise and check hands washed</p>	<p>Signs to be completed Sept 3rd</p> <p>17.7.20</p> <p>17.7.20</p> <p>1.9.21</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach in every class and on arrival in school in September for all age ranges in all classes introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach where necessary, wear appropriate personal protective equipment (PPE) in particular when dealing with first aid, waiting with a child with suspected COVID and symptoms or performing intimate care 	<ul style="list-style-type: none"> surfaces, high touch areas e.g chairs and doors then a 30 minute gap to dry. (Library identified for this 30 min gap for airing after cleaning – doors to be open) 	<ul style="list-style-type: none"> • Front door handle to be antibaced after visitors come in (office staff/AG)- Nov 2020 <p>Posters in class (EMB) and taught by all staff</p> <p>All staff to take part in mid day cleaning and emptying of bins – teachers and TAs classrooms, office staff to clean staff toilets and staffroom</p> <p>Staff briefing (for most staff 1st Sept) to remind staff on this.</p> <p>Posters up and reminders regularly (Nov 2020)</p> <p>Staff to check PPE weekly for any new orders</p>	<p>By 1.9.21</p> <p>Ongoing teaching</p> <p>Ongoing</p> <p>AG early September</p> <p>Staff to let MJ know by Fri midday</p>	
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				Staff to wear masks/visors and PPE in any situation in school including in classrooms		
Response to any infection		<p>Engage with local Public Health where required (see conditions)</p> <ul style="list-style-type: none"> Contact DfE helpline 0800 046 8687 opt 1 manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> Do members of staff know what is required of them? <p>Copies of the flow chart in the main office, staffroom and emailed out to staff</p>	<p>AG/KF briefing with staff on what to do</p> <p>AG to share with KF/LS/ office staff</p> <p>KF/AG to liaise with local PHE and DfE helpline in the following conditions:</p> <p>In the case of 5 positive related cases within 10 days or 10% of the school community "likely to have mixed closely" in a 10 day period</p>	1.9.21	1.9.21 and ongoing
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need an outbreak management plan for this eventuality. 	<p>Separate plan to be agreed at MAT level by 9th Sept</p> <p>(Appendix A)</p>	AG send to AD		in place by 7.9.21
Cleaning		<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they 	KF/MJ to sort in this event		ongoing

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		<p>arrange a deep clean may be appropriate before staff and pupils return to school.</p>	<p>have accessed should undergo a thorough clean as soon as possible.</p> <ul style="list-style-type: none"> Lunchtime cleaning – teachers and TAs classes and toilets. Office staff to do staff toilets and staffroom MJ/EMB to do this on Thurs and if absent. MJ to clean office and leave at least half an hour before EMB arrives (Nov update) Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. No large, fixed outdoor play equipment should be used during this time. Staff to clean at lunchtime TAs/Teachers classrooms and pupil toilets ED to clean FL toilets for handwashing times AG/office staff to clean staff toilets and staffroom 	<p>Cleaners to clean IT suite keyboards/towers and monitors after each day's use</p> <p>All staff</p> <p>MJ/EMB</p> <p>MJ to double check this with EMB support</p> <p>Staff to tell children and monitor this</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
		<ul style="list-style-type: none"> More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: 	<ul style="list-style-type: none"> Staff to use anti-bac wipes in all toilets and staff kitchen. Staff must replace a pack if they use the last 		<p>Ongoing</p>	

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	<ul style="list-style-type: none"> o Taps and washing facilities, o Toilet flush and seats, o Door handles and push plates, o Handrails on staircases and corridors, o Machinery and equipment controls, o All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, Telephone equipment, o Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>one. These are in the office. Paper towels in the disabled toilet.</p>	<p>All staff and visitors to be advised on arrival what arrangements are in place</p>	Ongoing	
First Aid	<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid section within H&S Policy to include 		<p>Staff to treat children only where the child cannot treat themselves</p> <p>Staff to wear PPE should they wish when treating a child who cannot treat themselves</p>	<p>By 1.9.21</p> <p>By 1.9.21</p> <p>By 1.9.21</p>	<p>All staff</p> <p>3.9.20</p>

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		<p>consideration of the risk of infection of covid-19</p> <ul style="list-style-type: none"> Staff to take class first aid box out with a mask in to manage any issues Bumped head text sent 	<p>Office staff/KF to check the bumped head list now kept in hall at the end of day/shift and send home texts as required</p>	<p>All staff to complete form</p> <p>Office staff/KF to send if office staff absent or ill</p>	Ongoing	
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied twice daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves /or wash hands immediately after carrying out this activity. 	<p>Staff and IG MJ to check</p>	1.9.21	
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to support slow reintegration and minimalise outbreaks in Aut term. 		<p>KF</p> <p>All staff to check and comment</p>	1.9.21	
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> must have a risk assessment undertaken Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that 	N/A for our staff		Ongoing	

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		<ul style="list-style-type: none"> must be in place before returning to work/school. Staff over 60 must have a RA in place and meeting with HT (Nov 2020) 	In place where needed			
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>MJ/EMB to ask for this</p> <p>AG/MJ/EMB/PL at MAT level to ensure this is the case (Legionella checking is the exception to this.) Grass cutting outside to be an exception (contractors asked to notify school in advance)</p>	<p>MJ/EMB</p> <p>MJ/EMB/AG/PL</p>	<p>Ongoing</p> <p>Ongoing</p>	
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the trust and appropriate steps are in place to ensure the safety of all building occupants. This must be documented from Sept 1 	MJ/AG/IG to review ongoing	Ongoing	
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<p>EMB/MJ to check</p> <p>All staff to be reminded that SLT/office need to know if water fails to be hot. Staff to check and supervise hand washing. Children to wash hands on arrival at school, before and after breaks and lunchtime. All children to sanitise hands after return to class after toileting, in addition to this.</p>	<p>EMB/MJ</p> <p>Staff</p>	<p>Ongoing</p> <p>1.9.21</p> <p>Ongoing</p>	

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Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your Health & Safety Adviser. 	SLT and MJ/EMB to follow flow chart in office and the RA	SLT/MJ/EMB	Ongoing	
Administrative Staff	<ul style="list-style-type: none"> Office access is more limited 	Office must be only accessed by office staff and one at a time in the office. Enhanced cleaning to include phone and computer/mouse /screen by staff when leaving and starting (re change over). Glass in place to talk to MJ if she wishes	MJ/EMB	Ongoing	
Personal Protective Equipment	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	PPE guidance must be followed MJ to follow up what cleaners do – and spot check. All staff can wear any PPE deemed necessary by them to stay safe including during lesson times.	All staff MJ/EMB	Ongoing	

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School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded at any time 	Staff should exercise caution if the room is busy and wait until there are fewer in before entering. Library can be used for a bigger space to eat and meet (door open)	All staff	By 1.9.21	
Infection Control	Staff Pupils Handwashing and use of sanitiser	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. Utensils unless washed in dishwasher Sanitiser can be used instead (70%+) but should not be used in rooms where there are naked flames or kitchens 	All staff to notify if water temperature or pressure falls. Staff to bring own utensils and take home for cleaning Ensure all staff anti-bac fridge/dishwasher doors/taps before/after using	All staff All staff All staff	By 1.9.21	
Equality Impact Assessment	Staff & Pupils	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found on our website page under key information 	(MAT update pending)	LGB	Ongoing review	
Lack of staff	Pupils	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	AG/KF to assess ongoing Use of supply where needed KF to keep under review via the recovery plan/curriculum Formal monthly reviews via SLT and at LGB in H&S and FGB meetings.	AG/KF KF AG/KF/MJ/CH/LS	Ongoing Ongoing Ongoing	

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Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together in groups staff maintaining distance from pupils and other staff at all times in KS2 classes and communal areas 	<p>AG/KF/LGB to overview</p> <p>All staff to follow RA</p> <p>All staff to ensure suitable distance from each other</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> how pupils are grouped together on transport, where possible this should reflect the groups that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to 	<p>Bus company are able to see our RA in addition to their info/RA from NCC.</p> <p>Staff to ensure sanitiser used and group seating</p>	<p>MJ/EMB/ adults who put children on the bus</p> <p>EMB/MJ</p>	<p>By 1.9.21</p> <p>Ongoing</p>	

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		come into very close contact with people outside of their group or who they do not normally meet				
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	EVC to overview any off site trip and ensure it meets the requirements of the guidance and RA. Staff to liaise with AG and KF before making any plans to go off site.	KF AG/KF All staff	Ongoing	
Extra-curricular activities (coaches, tutors, after school)		<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. In lockdown parents who need child care can access after school clubs only (Nov 2020) 	Mixed groups can now operate but single class clubs may be offered too	AG to overview Form to establish child care needs	Ongoing	Nov 5 th 2020
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene 	Outdoor PE only Indoor for Robins when required	Staff	Ongoing	

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Signage		<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<p>COVID sign to be displayed at each gate, Robins, Flamingos and main office area entry. Catch it signs to be renewed if needed Handwashing to be renewed if needed</p>	<p>MJ/EMB Staff to ask for more when needed</p>	Ongoing	
Asymptomatic Testing in Primary Schools	<ul style="list-style-type: none"> Staff believing that participation in testing is mandatory. Staff are not provided with up to date instructions for administering the tests. Staff administering the test incorrectly and injuring themselves Lateral Flow Devices (LFD) providing void or 'false positive' results could result in unnecessary group closure LFDs being used by staff family members instead of staff only. Staff being unaware 		<ul style="list-style-type: none"> When issued with test kits, staff are provided with up to date instruction leaflet for administering the test and advised to discard the instruction leaflet contained within the test box. Training sessions provided for any new staff including a video on how to self-administer the test safely and correctly to provide a reliable result. School procedures will be followed in the event of any LFD positive result. Staff receiving a positive result will be advised to self-isolate and book a PCR test to confirm results. In the event of a void result, staff will be advised to repeat the test. If a staff member receives two void results in a row, they will be advised to book a PCR test and self-isolate until they receive the results. Staff informed that LFDs must only be used by School staff members and not by family members / friends. Staff acknowledge this through the submission of an electronic form. Staff have been provided with a copy of the Privacy Notice stating how their personal data will be processed and have acknowledged that they have read this through the submission of an online form. 	<p>All Staff HT / SBM / School Administrator / Clerical Assisstant HT HT HT HT HT HT / SBM / School Administrator / Clerical Assistant</p>	<p>1.9.21 25.01.2021 and ongoing 22.01.2021 Ongoing Ongoing 22.01.2021 22.01.2021 Ongoing</p>	<p>Asymptom atic Testing in Primary Schools</p>

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	<p>of how their personal data will be processed.</p> <ul style="list-style-type: none"> • Not being able to identify staff with individual kits in the event of a product recall. • Staff not reporting their result to school and / or NHS Test & Trace 		<ul style="list-style-type: none"> • Test Kit Log will be maintained identifying the LOT number and expiry date of all kits issued to staff. • Staff informed that they must provide the result of their test, each time that they complete a test, regardless of the result to both the school (via an online form) and to NHS Test & Trace. • Staff should seek support and ask questions if they have any queries. • All information emailed out to all staff and also provided in the staff team for later reference. 	HT	25.01.2021 and ongoing	
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Useful Guidance

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- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)