



WOBURN LOWER SCHOOL RISK ASSESSMENT

RETURN TO SCHOOL SEPTEMBER 2022

Pupils arriving/departing school					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Congestion at pick up/drop off times leads to lack of social distancing and possible spread of infection	Low	x	Med to High	High
<p>ACTIONS TAKEN TO REDUCE THE RISKS</p> <p style="color: red;">Also see risk assessment for Heritage Centre and before and after school club risk assessments</p> <ul style="list-style-type: none"> Entry through the Heritage Centre for all classes. Morning club continue to enter through the blue door at the front of the school Parents/carers welcome to enter the school grounds and exit either through the Heritage Centre or the blue door at the front of the school Parents/carers asked to maintain social distancing with all staff and to be aware that other parents/carers may wish to social distance 					
Social Distancing around the school					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Lack of social distancing around the school leads to lack of social distancing and possible spread of infection	Low	x	Med to High	High
<p>ACTIONS TAKEN TO REDUCE THE RISKS</p> <ul style="list-style-type: none"> All adults will adhere to social distancing of 1 – 2 metres between themselves and other adults Social distancing will be introduced for children if positive cases are identified within the school 					

- Classrooms have been cleared as much as possible to enable space
- One staircase to be used by each Key Stage if possible

Hygiene					
Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Lack of cleaning around the school leads to possible spread of infection		x		

ACTIONS TAKEN TO REDUCE THE RISKS

Also see Cleaning Procedures document

- Hand Gel dispenser and hand washing facilities in all classrooms and the hall
- Hand Gel dispensers also available in the entrance hall, staffroom and next to the photocopier
- Cleaning routines to be upgraded if positive cases of covid 19 are identified
- Handwashing PHSE lessons and videos and regular reminders
- Washing hands posters in all washing areas
- Soap dispensers and refills kept in each classroom and the hall
- Soap dispensers in toilets refilled/replaced daily
- Lidded bins in all classes, hall and toilets
- Tissues and extra boxes kept in each classroom and the hall – children will be taught ‘catch it, bin it, kill it’
- All surface areas in the classrooms to be regularly cleaned
- Disposable ice packs to be used in the case of an accident

- All classrooms to be kept as well ventilated as possible and outside learning to be carried out when possible (following timetable for playground use)
- Weekly checks on cleaning resources to be made by site agent – all staff to notify office staff if any cleaning resources are running low

Spread of infection

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Child or staff member exhibiting symptoms could cause spread of infection		x		

ACTIONS TAKEN TO REDUCE THE RISKS

- Non- touch thermometer in First Aid cupboard for use if necessary
- PPE equipment available for use
- Staff, parents and pupils asked to stay at home if they develop any symptoms of coronavirus and to arrange for testing as per Government Guidelines
- Staff, parents and pupils asked to self-isolate if necessary as per Government Guidelines
- Staff caring for a child with COVID symptoms to keep 1/2 metres apart if possible
- Parents/carers to be contacted immediately – child and staff member to wait on sheltered benches in playground
- This area will then be out of bounds until it has been deep cleaned by the site agent
- Parents/carers to be asked to follow the latest Government Guidelines for what to do if you have symptoms of coronavirus including testing and sharing results with the school
- All parents and staff to be advised that there is a suspected case of Coronavirus
- If test proves positive school, staff, parents and children to follow latest Government Guidelines

Communication

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Lack of effective communication leads to staff/parents/pupils not following correct guidelines		x		

ACTIONS TAKEN TO REDUCE THE RISKS

- Parents pinpointed to risk assessment on website
- Risk assessment shared with all staff
- Risk assessments written with input from all staff members
- Staff INSET day – time allocated to discussing rules, routines and protocols
- Staff induction processes set up for new staff
- Regular meetings and communication through Governor Hub ensure that Governors are informed

Carrying items to/from school

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Infection could be transmitted through items carried by the children to and from school		x		

ACTIONS TAKEN TO REDUCE THE RISKS

- Children to wear outdoor PE kits to school on their PE days
- Further precautions to be taken if risk factor rises
- Parents will be asked to clearly name all lunch boxes, water bottles and items of clothing to reduce risk

Staff wellbeing

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Staff could develop mental health issues as a result of increased anxiety		x		

ACTIONS TAKEN TO REDUCE THE RISKS

- All staff are consulted on the risk assessment process so that they can all have input into hazard identification and control measures
- Weekly staff meeting for teachers, which TA's are welcome to join
- Regular TA meetings
- Headteacher/deputy headteacher on site every day to discuss concerns
- Risk assessments constantly reviewed and routines checked for workability on an ongoing basis
- INSET day wellbeing discussion
- Individual staff risk assessments carried out
- Teacher workload monitored and extra cover organised if workload becomes over burdensome ie: large number of children needing to work from home due to isolation
- Links to advice lines for staff wellbeing are displayed in the staff room

Visitors to the site

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Visitors/peripatetic teachers/contractors cause a spread of infection or are infected whilst in the school		x		

ACTIONS TAKEN TO REDUCE THE RISKS

See separate risk assessments for Future Games, Before and After School Clubs, Guitar lessons, French tuition

- All visitors, contractors and peripatetic teachers should carry out the usual signing in procedures and office staff should ensure that we have up to date contact details
- All visitors, contractors and peripatetic teachers should use hand gel/wash hands on entry to the school

- All visitors, contractors and peripatetic teachers maintaining a safe distancing of 1/2 metres between themselves,
- All visitors, contractors and peripatetic teachers following the correct
- Guidelines as they enter the building (See separate document)

Health and Safety

Hazard

No. Type

1. Health and safety issues occur on site

X

- LA Health and Safety Audit carried out August 2020 and appropriate steps have been taken to address any issues
- PAT testing and 5 Year Electrical testing carried out August 2020 and repairs have been made
- Play equipment checks have been made
- All other annual Health and Safety checks are up to date
- Site Agent will continue to make Health and Safety checks on a daily and weekly basis
- Heritage Centre risk assessment has been shared with all parents and staff and is displayed on the school website

Pupil wellbeing

Hazard		Assessment of risk			
No.	Type	Low	Med	Med to High	High
1.	Children could develop mental health issues as a result of increased anxiety		x		
2.	Safeguarding issues could arise		x		

ACTIONS TAKEN TO REDUCE THE RISKS

- Pastoral Support has been set up, in order to offer additional support to those children who made need this – parents and staff can refer children
- All classes will be using mood monsters to encourage children to discuss how they are feeling

- Calming music will be played in all classes at the beginning of each day
- The school has close links with external support agencies through LC2 membership
- INSET day – all staff have completed in-house safeguarding and prevent training and on-line training
- The Designated Safeguarding Lead or deputy will be on site at all times
- Qualified first aiders will be available on site at all times, first aid boxes are fully stocked in each room
- Risk assessments and PEEPS will be written for individual children (ie for behavioural or medical needs)