



Covid Risk Assessment and Procedure - September 2021

Summary of actions and controls as required by the Gov.uk guidance on full reopening of schools. Any points below may be further discussed with the head teacher, deputy head teachers or business manager.

Date of assessment 6th September 2021	Review Date:	25th October 2021	
Who is at risk Staff, pupils, parents/carers	Assessors:	HT and SBM	
<p>The school keeps a confidential COVID log of all incidents and actions relating to COVID. This is reviewed weekly and actions or advice taken may lead to further updates of this risk assessment.</p>			
<p><u>Additional risk assessments from external providers:</u> Moving Matters ISS Catering</p>			
<p><u>Leadership contingency plan</u></p> <ul style="list-style-type: none"> - If the head teacher is required to isolate, she will continue working at home, supporting the deputy heads to take responsibility at school. - If the head teacher receives a positive COVID test result and is too unwell to work from home, the deputy heads will take full responsibility for day to day decisions supported by the SBM - In the event that there is a prolonged absence of HT and DHT or HT, DHT and SBM are all unable to discharge duties, it will be recommended to governors and the Local Authority that the school is closed until alternative arrangements can be made. 			
RISK	Risk Rating	ACTIONS to mitigate risk	Additional comments
Systems of Control - PREVENTION	medium	<ul style="list-style-type: none"> ● Ensure good hygiene for everyone: Hand hygiene and 'Catch It, Bin It, Kill It' approach ● Maintain appropriate cleaning regimes: regular cleaning of areas and equipment and cleaning of frequently touched surfaces. ● Keep occupied spaces well ventilated ● Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 ● Contain any outbreak by following local health protection team advice 	<p>These points are core principles for control. Further detail on these points is available in the relevant sections below</p>



Staff/Pupil with COVID-19 symptoms or tested positive	high	<p>Do NOT attend the school if staff/pupil displays the COVID-19 symptoms:</p> <ul style="list-style-type: none">● high temperature● new, continuous cough● loss or change to your sense of smell or taste <p><u>Staff/ pupils are required to self-isolate, get tested (PCR test) and follow public health advice.</u></p> <p>If staff/pupils develop COVID-19 symptoms at school, they will be sent home and are advised to book PCR test. Appropriate PPE should also be used if close contact is necessary. Children awaiting collection will be using the Isolation room (Meeting Room). A window should be opened for fresh air ventilation. Room should be cleaned after they have left.</p> <ul style="list-style-type: none">● If the test is negative, there is no need for self-isolation and the staff/pupil can return to school if they feel well.● If the test is positive, then staff/pupil need to self-isolate for 10 days',. At the end of the self-isolation period, they can return to school if they do not have symptoms other than cough or loss of sense of smell/taste. If they still have a high temperature or are otherwise unwell, they should stay at home and seek medical advice. Members of the household will not need to self isolate if any of the following apply:<ul style="list-style-type: none">● They're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS● They're under 18 years, 6 months old● They're taking part or have taken part in a COVID-19 vaccine trial● They're not able to get vaccinated for medical reasonsIf members of the household do not have symptoms, they should still get a PCR test to check if they have COVID'19.	Any pupil or staff member who displays symptoms must remain away from school and take a PCR test.
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Staff in school without COVID-19 symptoms	High	<p>Staff is given the Lateral Flow Test devices for testing at home. Participation in testing is strongly encouraged. It is recommended to carry out the test twice a week. Results are reported to and recorded by SW/MPC.</p> <p>All staff are encouraged to take a lateral flow test.</p> <p>If a positive test result is returned, the staff member will be required to self-isolate and arrange for a PCR test. If the PCR test is positive the member of staff has to self-isolate. If they did not have any symptoms, and they develop COVID-19 symptoms within their isolation period, a new 10 day isolation period starts by counting 10 full days from the day following their symptom onset.</p>	
Managing a confirmed COVID-19 case	Medium	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p>	



		<ul style="list-style-type: none"> ● they are fully vaccinated ● they are below the age of 18 years and 6 months ● they have taken part in or are currently part of an approved COVID-19 vaccine trial ● they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p>	
Contain the outbreak	High	Settings will continue to work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.	
Staff	High	<p><u>Keep occupied spaces well ventilated.</u></p> <p>Clean hands thoroughly more often than usual and maintain a reasonable distance from others.</p> <p>Use a 'staff ID' card to sign in to avoid touching the screen.</p> <p>Staff to bring their own cups to school for use and take home or store in the locker - PLEASE DO NOT USE SCHOOL OR SHARED CUPS.</p> <p>Morning staff briefings will be conducted through zoom.</p>	



		Clean/wipe frequently touched surfaces, objects, door handles, telephones, photocopiers, etc.	
Staff facilities/ Photocopier/ Resources	High	<p>If the staff room is overcrowded please use another room for breaks.</p> <p>All handles and doors (microwave/fridge/kettle/cupboard) should be wiped down after touching. Please wipe the table after use.</p> <p>Do not congregate near the photocopier. The touchpad of the photocopier should be wiped down after use.</p> <p>Laptops and ipads and any other technology must be used by individual children and wiped down after use. Where possible, the same piece of equipment should be used by the same child for the duration of this lockdown.</p>	
Pupils/Classes	Medium	<p>Continue good hygiene practice by washing hands regularly. Children to be taught/re-taught the correct process for thorough hand washing. Each class will be allocated a bottle of hand sanitiser which can be used when children enter the classroom.</p> <p>Continue to maintain good ventilation windows should be left open to provide good ventilation:</p> <ul style="list-style-type: none">● Increase the ventilation while spaces are unoccupied (e.g. during break and lunch),● open high level windows,● furniture can be rearranged where possible to avoid direct draft.● allow additional indoor clothing <p>Bins with lids in all classrooms.</p> <p>Cleaning of frequently touched objects and equipment is required.</p> <p>Children are not required to wear a face covering during the school day.</p>	



Pastoral support and safeguarding	High risk of deterioration for those in receipt of support	All staff will remain vigilant to signs of safety and will follow school safeguarding protocols should they become concerned about a child or following a disclosure. All classes to use the wellbeing units of the Jigsaw scheme during 1st 2 weeks to allow children the opportunity to share experiences/concerns/hopes etc.	
Travel to and from the school	Medium	Encourage children and staff to walk or cycle to school.	
Drop Off and Collection	Medium	Parents must drop off their children at the designated year group gates. At the collection time parents will be allowed on site to collect their children.	
Lunch & Break time	Medium	Lunch and break times are grouped into 2 year groups at a time. Children to bring labelled water bottle. EYFS children will eat in classrooms - lunches should be collected from the hall at 11.45am Children should use the sanitiser stations when entering the hall. Children should have play and lunchtime outside unless it is raining heavily - this allows aerosols in the classroom to disperse.	
PE	Medium	Children will have PE lessons with Moving Matters every Friday. They will also have a daily fitness session eg daily mile, Joe Wicks or similar	
Toilets	Medium	Y3 & Y4 to use toilets in the Y3 and Y4 corridor Y5 & Y6 to use toilets opposite Computing Room Y1 & Y2 to use toilet in lower block	Limit children using toilets during lesson time in KS2
First Aid	High	First Aiders to use PPE - gloves, mask. Especially in the case of vomiting	
Cleaning	High	Continue cleaning frequently touched objects. Disinfectant wipes are provided for all classrooms.	



		Thorough daily cleaning carried out by cleaners at the end of the day.	
Office	High	Regularly (twice a day) spray disinfectant spray in the office and wipe frequently touched objects, i.e. handles, phones and photocopier touch screen.	
Library	High	Set a timetable for children to use the library. Currently 1x year group is allowed per day.	
Peripatetic tutors	High	LMS peri teaching will be conducted in a big ventilated class/room, appropriately distanced.	
Volunteers	High	Volunteers may be used to support the work of the school, as would usually be the case.	
Music (Singing, playing instruments)	High	Music lessons will take place in well ventilated spaces.	