

CORONAVIRUS RISK MANAGEMENT

All Saints Primary School

Head teacher: Kieran Gorman

Chair of Governors: Julia Loizou

Assessment conducted by:	Kieran Gorman	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, Governors
Date of assessment:	4.3.21	Review interval:	Weekly	Date of next review:	15.3.21

Review Record

(Details of previous revisions can be found at end of this document)

Review date	Reviewed by	Comments	Amendments
15.3.21	K Gorman	<p>Risk assessment reviewed in line with:</p> <p>National Lockdown: Stay At Home Guidance (Updated 4th January 2021)</p> <p>Contingency framework: education and childcare settings (excluding universities) (Updated 1st January 2021)</p> <p>Guidelines for full opening: schools (Updated 30th December 2020)</p>	<p>New section: Return to school Testing for staff</p> <p>Additions: neither staff nor children to share food with each other Clarinet to be cancelled in Y4+Y5 for last 2 remaining weeks before Easter. Recorder to be taught outside.</p> <p>Deleted: National Lock down: 5th January 2021 – February Half term</p>

RISK IDENTIFIED		SPREAD OF COVID:19 BETWEEN SERVICE USERS AND PROVIDERS		
Measures to control the risk	Persons at risk/ who might be harmed	Control measures to be put in place	Action needed (date / notes/ comments)	Control Measures in place (R/A/G)
Return to school for all pupils and staff from 8th March 2021	All service users	<ul style="list-style-type: none"> All staff and pupils are legally required to return to school from March 8th 2021. Staff and pupils notified of the updated operations and expectations of a full school return. Pupils at school will follow the amended timetables with staggered start and end to the school day. This also includes staggered break and lunch times to ensure no crossing of bubbles. Bubbles will be EYFS, Y1/2, Y3/4 and Y5/6. Guidance allows for staff to operate across bubbles to ensure specialist provision and cover is provided for both PPA and lunchtime/break times. Wherever possible staff crossing phases will be limited but will be needed on occasion, should there be an operational need. DfE guidance recommends that staff wear masks in communal areas where it is not possible to socially distance. Children in primary schools do not need to wear facemasks. Afterschool activities and wraparound care will return on March 8th but organised in the same bubbles. Safeguarding protocols have been shared by the DSL to all staff. Health care professionals and multi-agency visits are permitted and must be arranged with the SENCo. Pupils will continue to wear their PE kits on the day of their PE lessons. Schools will have carried out individual risk assessments for staff identified as vulnerable. Staff have the option but are strongly encouraged to take the twice weekly Lateral Flow Test (please see the section below). Recorder for Y3 to be taught outside. Y4+Y5 clarinet lessons to be cancelled for the remaining two sessions before Easter. 		
Testing for staff in primary schools	staff	<ul style="list-style-type: none"> School received home testing kits on w/c 18th January. Kits were distributed to staff w/c 25th January. Staff take the tests twice a week-the LFT provide results in 30 minutes. These are then reported to NHS test and trace and shared with school. Testing is not mandatory for staff. Staff with a negative test result will continue to attend school as normal. Staff with a positive LFT will need to self-isolate in line with stay at home guidance. The LFT does not replace the testing policy for those with symptoms. Anyone with symptoms (even if they have had a negative LFT) should self-isolate immediately according to government guidelines. Those with symptoms are expected to order a test online or visit a test site to take a PCR test to check if they have the virus. 		
Minimize contact with	Pupils Staff Cleaners	<ul style="list-style-type: none"> All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 		

individuals who have coronavirus symptoms (or have someone in their household who does)		<ul style="list-style-type: none"> • Only staff who are clinically extremely vulnerable, are advised to work from home. • Where possible, individuals should maintain 2m between people. Where it's not possible to be 2m apart, individuals should do everything practical to manage the transmission risk. • Any individual with <u>Covid-19 symptoms</u>, or who have someone in their household who does, should not enter the school site. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home immediately and follow the Stay at Home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection They must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Once they have completed their isolation and providing they have no symptoms staff can return to work and will not need to provide a negative Covid test. • Staff are expected to monitor their own health. Any member of staff with Covid-19 symptoms should not enter the school premises. In line with the www.hse.gov.uk/coronavirus/working-safely/index.htm any staff member with Covid-19 symptoms will be referred by SLT to be tested. HR letters to be completed and personalised for staff for testing. • Senior Leadership Team (SLT) will offer support to staff and pupils who are affected by Coronavirus or has a family member affected. • Where a pupil is unable to attend school because they have been instructed to comply with clinical and/or public health advice, they will be offered access to remote education. • Where children are unable to attend school as parents are following clinical and/or public health advice, absence will not be penalised. • Staff encouraged to download the test and trace NHS app and notify the school if they receive an alert. • Staff who are First Aiders to wear PPE when treating an injured child. 		
	Parents	<ul style="list-style-type: none"> • Parents only permitted to arrive at school at the drop off or dismissal time for their child's bubble. • Parents instructed to line up according to the social distance marking on the ground outside the school's entrance. • Parents are encouraged to use facemasks when arriving and collecting pupils. • Parents not permitted to gather at entrance gates or doors. • Parents not permitted on the school premises during core school hours unless there is an emergency. • Staggered drop-off and collection times in place that minimise adult-to-adult contact. • Parents encouraged to download the test and trace NHS app and notify the school if they receive an alert. • Parents and staff will be informed and notified of any changes going forward. 		
	Governors	<ul style="list-style-type: none"> • Visits from the governing body to be kept to a minimum. • Purpose and format of the visit must be agreed with the Head Teacher before arrival. 		

		<ul style="list-style-type: none"> Any Governor displaying Covid-19 symptoms should not visit the school will follow the rules outlined in the 'confirmed/suspected case in school' protocol below. PPE will be available for governors if required to conduct their visit. Full Governing board and committee meetings will be held virtually. 		
	Visitors	<ul style="list-style-type: none"> No general visitors to be admitted to the school. Visitors will be limited and only admitted on a 'need to attend' basis. All visitors to be screened via the intercom before access granted. All school entrances will have social distancing signs. Any visitor displaying Covid-19 symptoms will be asked to leave the site immediately and school will follow the rules outlined in the 'confirmed/suspected case in school' protocol below. 		
	Contractors	<ul style="list-style-type: none"> Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case-by-case basis. Contractors to wash their hands prior to and on completion of works. This includes during regular intervals throughout the day. Contractors to wipe down the areas worked on with antibacterial cleaner after the completion of works. Contractors are to adhere to any additional health and safety requirements as advised by school staff. Any contractor displaying Covid-19 symptoms will be asked to leave the site immediately and school will follow the rules outlined in the 'confirmed/suspected case in school' protocol below. 		
Face Coverings	All service users and providers	<ul style="list-style-type: none"> It is not mandatory for staff or pupils to wear face covering in settings teaching Year 6 and below. However, staff are welcome to wear face coverings when moving around the premises, outside of classrooms, activity rooms, corridors and communal areas where social distancing cannot easily be maintained. All visitors are encouraged to wear a face covering. Based on current evidence, face coverings will not be necessary in the classroom even where social distancing is not possible. Should staff or pupils chose to wear face coverings, they must not touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin. Should a local lockdowns or restrictions take place, face coverings can be worn by adults in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. 		
Confirmed / suspected case in school are isolated from others	All service users and providers	<ul style="list-style-type: none"> Staff member/ visitor/contractor/cleaner sent home immediately. Pupil isolated in the First Aid room on the ground floor whilst awaiting collection in line with government guidelines. Pupils are eligible to be tested. Parents are strongly encouraged to seek a test. From 18th January the School will be able to provide access to test kits. Staff to ensure they use the provided PPE, (face masks, gloves, and apron), for handling suspected cases. 		

		<ul style="list-style-type: none"> • Staff and pupils who were with the affected party should wash their hands but do not need to go home to self-isolate unless: <ul style="list-style-type: none"> ○ The symptomatic pupil subsequently tests positive. ○ The staff member develops symptoms themselves. (Staff members with Covid-19 symptoms will be referred by SLT to be tested.) • Cleaning and disinfection carried out by cleaning/site staff in accordance with the Governments See www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Site Manager will use “fogging machine” to enhance sanitation of the area. 		
<p>Manage Confirmed Cases of Coronavirus amongst the School Community</p>	<p>All service users and providers</p>	<ul style="list-style-type: none"> • Schools to contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice on the action to take in response to a positive case. (Call DfE Helpline on 0800 046 8687 and selecting option 1) • A team of advisers who will inform them of what action is needed based on the latest public health advice. • The advice service to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • If, following triage, further expert advice is required the adviser will escalate the school’s call to the PHE local health protection team. • The advice service (or PHE local health protection team if escalated) will work with the school to guide them through the actions they need to take. • Based on their advice, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • They should get a test, and: 		

		<ul style="list-style-type: none"> ○ if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. ○ if the test result is positive, they should inform their school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <ul style="list-style-type: none"> ● School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. ● Should school have two or more confirmed cases within 14 days or an overall rise in sickness absence from staff or pupils where coronavirus is suspected, they will continue to work with the local health protection team who will advise if additional action is required. 		
	Pupils Self Isolating	<ul style="list-style-type: none"> ● Pupils will have the ability to access remote learning in the same way as their peers. ● Pupils with no access to ICT to be given a school equipment loan for use to access the curriculum whilst self-isolating. 		
	Staff Self Isolating	<ul style="list-style-type: none"> ● Teachers to provide remote education to pupils via MyUs0 and loom lessons should they display no symptoms and be fit for work.. 		
Operational practices in place to minimize the risk of the spread of infection	All service users and providers	<p>SCHOOL OPERATIONS:</p> <ul style="list-style-type: none"> ● School will remain open for all pupils during the national lockdown. ● Music, Sports and PE will be undertaken in line with current measures in place. ● All visitors to the school are restricted to those that are absolutely necessary ● Demarcation of workplace zones, one-way routes, and queuing systems to ensure distancing. ● Hand sanitiser dispensers at main reception entrance, at various locations around the school as well as in each classroom and the staffroom. ● Regular robust handwashing to be carried out. Especially on arrival at the setting, before and after eating, and after sneezing or coughing. Signage advocating more frequent handwashing to be installed around the premises. ● External washing facilities installed in the playground for pupils to wash hand on entry to the building. ● Removal of some furniture in classrooms and communal areas to ensure social distancing. ● Signs displayed in communal areas and offices indicating maximum capacity. ● Out of bounds rooms have notices on the door. Staff and pupils not permitted to enter. ● Promote catch-it, kill-it, bin-it ● The use of natural ventilation by opening windows. (In cooler weather windows, opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). ● Opening of internal doors to assist with creating a throughput of air. (As long as they are not fire doors and where safe to do so) ● If necessary, external opening doors may also be used. (As long as they are not fire doors and where safe to do so.) 		

	Pupils	<ul style="list-style-type: none"> • Pupils to arrive and depart from different locations with social distancing being observed. • All classrooms set up to ensure pupils have the required social distancing space between seats and desks where possible. • Pupils to be placed specific in class bubbles, with steps taken to ensure that groups remain distant from each other for the majority of the school day. • Pupils to have designated seating allocated in the classroom they are using. • Staff to keep doors and windows open if safe to do so, to encourage natural ventilation. • Pupils will stay in their allocated class bubble for their year group. • Staggered break and lunch times in place so pupils are not moving around the school at the same time. • Year group’s allocated different lunch and break times as outlined in the operational plan. • Lunch breaks: Pupils to remain in their allocated bubble during lunch periods. <ul style="list-style-type: none"> ○ Pupils to clean their hands before eating their lunch. ○ When the pupils are outside for their lunch break, outdoor equipment can be shared within their bubble and will be appropriately cleaned. 		
	SEND Pupils	<ul style="list-style-type: none"> • Where medical needs are acute, school visitors and multi-agency visits between classes are kept to a minimum. • SLT will take into consideration any reasonable adjustments it can make to enable SEND pupils to return to school safely. • SENCo will continue to follow the risk assessment guidance for SEND pupils. 		
	Staff	<ul style="list-style-type: none"> • Staff can operate across different year groups, ensuring they stay 2 meters away from pupils and other staff members. Avoid face to face contact and minimise time spent within 1 meter of anyone. • Staff not working directly with children should practise social distancing in line with government guidance. It is accepted that transitory direct contact e.g. passing in corridors is low risk. • Where possible, meetings to be held virtually. If this is not possible, staff should observe the 2 metre social distancing rules. 		
Hygiene controls in place to interrupt transmission from contact surfaces	All service users and providers	<p>General Cleaning of Premises</p> <ul style="list-style-type: none"> • Revised cleaning protocols for cleaning contractor and premises staff has been agreed. • Deep clean of premises arranged prior to phased return. • The cleaning contractor to ensure they follow the www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Including the use of bleach during cleaning protocols. • Frequency to be increased with focus on all hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Regular cleaning of surfaces, e.g.; desks, chairs, doors, sinks, toilets, light switches, bannisters to be carried out during the day. • Hand sanitiser to be provided where there is no ready access to a sink with hot water, soap and towels. 		

		<ul style="list-style-type: none"> • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. • Record of enhanced cleaning processes checked daily by SLT. • Staff to report any concerns with cleaning to SLT. 		
	Pupils and Staff	Classrooms <ul style="list-style-type: none"> • Thorough cleaning of the classrooms carried out at the end of each day. • Each classroom provided with their own cleaning caddy and PPE equipment to avoid cross contamination. • Lidded bins provided for tissues in all classrooms. 		
	Communal areas	<ul style="list-style-type: none"> • Communal areas to be cleaned regularly throughout the day. • Borrowing of books from the library will not be permitted. 		
	Toilets	<ul style="list-style-type: none"> • Staff to ensure toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time. • Toilets to be separated into KS1 and KS2 toilets. • Site Manager to ensure toilets are cleaned regularly throughout the day and recorded on cleaning sheets. • Site Manager regularly “fogging” areas to enhance sanitations of area • Toilets to be deep cleaned at the end of each day. 		
	Pupils and Staff	Intimate Care of Pupils <ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with pupil’s needs. • Individuals whose needs cannot be met to remain at home for remote learning. • SENCo to risk assess medical needs that require specialist assistance. • Contact parents when needed. 		

MAINTAINING A COMPLIANT SITE

RISK IDENTIFIED				
Health and safety compliance checks have been undertaken before opening	All service users and providers	<ul style="list-style-type: none"> • Risk assessment reviewed on a weekly basis. • PPE (apron’s, gloves, masks) available for all staff. • First aid to adhere to policy when possible. All groups have a dedicated first aider and paediatric when needed. • First aid equipment in all classes. All staff to use PPE equipment when carrying out first aid. • Ensure health and safety and other statutory safety checks are up to date. • SLT to undertake management checks each day on the control measures in place. • Staff encouraged to report any breaches of health and safety protocols they have witnessed to the HT 		

Adequate PPE available for staff		<ul style="list-style-type: none"> • School has provided PPE (aprons, masks, gloves), for use by staff. • Staff have individual choice on whether to use the PPE provided during the day. • PPE must be used if dealing with a suspected pupil with Covid:19 symptoms and cleaning of the area of a suspected case. • PPE to be disposed of in the waste bin located in the main reception 		
All service users follow local rules to minimise to risk of the spread of infection	All service users and providers	<ul style="list-style-type: none"> • Orientation for all staff – behaviour is treated as seriously as safeguarding during this period. • Regular communication from school to all parents. • Head Teacher to conduct welcome back to all pupils and staff – clarifying behaviour expectations. • If pupils deliberately upset and do not follow the rules around not mixing, they will be sent home for remote learning and will result in exclusion if appropriate. • Parents who do not obey will have paper work couriered reinforcing behaviour and banned from premises if needed. 		
Staff ratios ensure provision can continue to be provided to pupils.	Pupils / Staff	<ul style="list-style-type: none"> • Staffing levels will be reviewed regularly to ensure it is appropriate for the operating model. • Loss of staff will prompt a decision on whether all eligible children will be able to continue attending school • Loss of site care or cleaning staff will prompt decision on whether school can remain open. 		
Site Care staff ratio's ensure access to contractors for compliance checks	All service users and providers	<ul style="list-style-type: none"> • Contractor access to site for compliance inspections to be continued wherever possible. • Loss of site staff or access to contractors will prompt decision on whether school can remain open. • School to keep a documented record of all H&S tasks that are slipping to support recovery phase. Note that the reopening of the school might need to be delayed until after key compliance tasks have been completed. • Head to meet weekly with the site/facilities/business manager to review any premises compliance items that are becoming a concern. 		
Emergency Evacuation procedures are in line with guidance	All service users and providers	<ul style="list-style-type: none"> • Emergency evacuations to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). • All pupils, staff and visitors try to maintain 2m separation at assembly areas (where space permits). • Increased supervision and reiteration of messages to occupants 		
RISK IDENTIFIED	ANXIETY, STRESS AND WORRY			
	Staff and pupils returning to	Staff	<ul style="list-style-type: none"> • Communicate this risk assessment and its findings to staff and potentially pupils/parents. • Some staff may be anxious and a sensitive and confidential discussion with them to understand their concerns and anxieties would be beneficial. An individual Risk Assessment to be issued to allay any concerns they may have about returning to the workplace. 	

<p>work or school who feel anxious, worried or stressed</p>		<ul style="list-style-type: none"> • Pregnant members of staff should refer to the guidance by the DfE and a Risk Assessment should be issued following the Management of Health and Safety at Work Regulations 1999 (MHSW) or the Management of Health and Safety at Work Regulations (Northern Ireland) 2000. Advice to be sought from the occupational health department. See https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees • Involve the school workforce in further development of this risk assessment and control measures. • Regular communication with staff to discuss concerns and solutions. Share guidance on a regular basis. • Staff ‘operational question’ document to be created on shared system for teachers to ask operation questions with possible solutions. SLT to address and update daily. • Guidance provided to managers and KS leaders on supporting their teams and reasonable expectations during this period. • Staff encouraged taking breaks outdoors where practical, maintaining social distancing. • SENCO to provide teaching staff with wellbeing resources to support the recovery curriculum • SLT to ensure that teachers are encouraged to allow flexibility within their timetable to allow for additional PSHE/emotional literacy/wellbeing when needed. • SLT to provide wellbeing support for staff where needed • Share with staff access to https://www.educationsupport.org.uk/ 		
	Pupils	<ul style="list-style-type: none"> • Pupils have access to sufficient PSHE/emotional literacy/wellbeing activities on a needs basis. • Pupils encouraged by teaching staff to share worries or anxieties through PSHE lessons or other appropriate means • SLT available for wellbeing support for pupils. 		
	Parents	<ul style="list-style-type: none"> • Communication with parents to ascertain if any bereavements in the school community to ensure families receive any support they require. 		
<p>Safeguarding practices in place to secure the safety of pupils</p>	Pupils	<ul style="list-style-type: none"> • SLT and attendance team continue to check on any unexplained absences. • Staff to continue to raise safeguarding concerns with the Designated Safeguarding Lead. 		

Government guidance: Should the Government's Guidance change, this Risk Assessment will be review in line with the updates.

[Guidance for Full Opening: Schools](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

[Use of the NHS Covid-19 app in schools and further education](#)

Review Record cont.

Review date	Reviewed by	Comments	Amendments