

## St Chad's Patchway CE VC Primary School

### Risk Assessment completed by Steph Jenkins (Also see Outbreak Management/Contingency Plan)

**Date of Risk Assessment: 31/8/21**

**Description of activity being risk assessed: School reopening September 21**

**Children will begin school at 9am and finish at 3.30pm. The school gates will open at 8.50am.**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing? What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by When</b>	<b>Action Completed</b>
Spread of the virus within the school.	All staff, pupils and visitors to school	<p>On entering school all pupils will be asked to wash hands or use hand sanitiser.</p> <p>Parents to be told where and when to bring children to school and collect.</p> <p>Parents will be asked to minimise their contact inside the school building whenever possible and any issues to be communicated by email or telephone.</p> <p>When seeking to speak to the office staff, only two parents to be within the foyer at once.</p> <p>Parents to be mindful of their interactions with each other at entry and exit times in designated areas.</p>	<p>Caretaker/office</p> <p>SLT/Staff</p>	Ongoing	

		<p>This is to minimise contact and spread of the virus.</p> <p>Ensure good supply of hand sanitiser, soap and paper towels available every day.</p> <p>Pupils to sanitise hands as they enter school and then wash hands during the day and before leaving.</p>			
Use of hand sanitisers		<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p> <p>Ensure good supply of soap, paper towels, hand sanitiser and PPE available at all times.</p>	<p>All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/ building. Additional soap and sanitiser to be made available with extra paper towels at the start of each day. Caretaker to ensure these are topped up.</p>	<p>All supplies to be replenished daily and during the day if required.</p>	

		Ensure that supplies are topped up daily at entrance and exit points from the school.			
Office/Reception staff		<p>Parents/carers, staff and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email, dojo or telephone to contact school.</p> <p>Office staff to use a screen to reduce contact with visitors to school.</p>	<p>Parents communicated to ensure they know the rules regarding contact with school via email/dojo/telephone. If need to do this in person then to stay behind the office glass and only have two persons in the entrance to the school at once.</p>	<p>SJ to reinforce the expectations of communication with school in letters.</p>	
Spread of the virus	<p>All staff</p> <p>All parents</p>	<p>Staff to protect themselves by limiting contact with each other.</p> <p>If there is a positive case within the home households should notify NHS Track and Trace to identify close contacts and contact them for isolation purposes.</p> <p>School will maintain a log of cases to aid monitoring.</p> <p>School will provide parents with a 'Warn and Inform' letter should there be a positive case within their child's class.</p> <p>If there is an outbreak within school of positive cases the restrictions may have to be re-imposed such as the following:</p> <ul style="list-style-type: none"> <li>• Staggered break and lunchtimes</li> </ul>	<p>Staff who move between classes to be mindful of close interactions with a variety of adults in school.</p> <p>Staff are asked to report their test results to the government website.</p> <p>Parents to inform school if there is a positive case within their household.</p>	<p>Ongoing</p>	

		<ul style="list-style-type: none"> <li>• Staggered entry and exit times</li> <li>• Limiting of contact between classes both in and out of the school building.</li> <li>• Reinstate mask wearing by staff in the building and parents in communal outside areas.</li> <li>• Re-instating remote learning if necessary for either groups of pupils or whole classes.</li> </ul> <p>Staff will be asked to undertake twice weekly Lateral Flow tests to assure themselves and the school leadership that they are safe to be in school and not asymptomatic with Covid. This guidance will remain in place until 1 October then will be revised by the government.</p> <p>Parents will be able to access PCR tests via NHS Track and Trace.</p> <p>Parents to seek PCR tests as required if their child displays symptoms of Covid and keep the child at home until the results are known.</p> <p>Any positive test results are shared immediately with the HT and the member of staff then make a PCR test appointment at the first possible date they can be seen. If this is positive then the HT will contact NHS Track and Trace</p>			
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		<p>School to notify any close contacts as well as NHS Track and Trace for protection of all involved.</p> <p>School to advise on if and when these measures may be reinstated through written and email communication.</p> <p>School to activate the Outbreak Management Plan with the support of the LA, PHE and NHS Track and Trace.</p> <p>.</p>			
Classrooms and other areas	All members of school community	<p>Use of communal areas should be kept at a minimal ie access to corridors, hall.</p> <p>Use of Hall for lunchtimes.</p> <p>Children should enter and leave their classrooms via the nearest entrance/exit ie onto the playground if possible.</p> <p>Windows should be opened between sessions for ventilation (during breaks and lunches).</p> <p>Large communal areas can be used by large groups of children and wider adult staff team with clear ventilation ie opening of windows, doors.</p>	Corridors to be kept as clear as possible – only use to use the toilets – enter and exit school.	These measures will be reviewed on an on going basis depending on updated guidance and infection rates/spread both within school and within the wider community.	
Curriculum activities	All staff and children	Singing and other musical activities are allowed. Musical instruments can be used as long as they are thoroughly wiped clean and not used for 24 hours.	Staff	Ongoing	

		<p>Staff to ensure there is adequate ventilation in the room where singing is taking place.</p> <p>PE teaching - Children will wear school uniform but will wear PE kits to school on the day of their PE lesson. PE equipment should be wiped over after use. Staff should ensure the hall is well ventilated during lessons. PE equipment can be used for lessons and breaktimes following cleaning.</p> <p>Children to sanitise their hands prior to using the gym and trim trail.</p>			
Spread of the virus		<p>Make sure children are aware of the need for proper hygiene and ensure washing of hands.</p> <p>Use of schools' own learning resources and also possible use of identified resources from <a href="https://e-bug.eu/">https://e-bug.eu/</a></p>	Use of schools' own learning resources and also possible use of identified resources from <a href="https://e-bug.eu/">https://e-bug.eu/</a>	Ongoing	
Contamination through coughing and sneezing		<p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated lidded bin for disposal.</p> <p>Children are reminded to catch sneezes with tissue or elbow and then to immediately wash hands</p> <p>Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it).</p>	Staff and children	Ongoing	



<p>Potential contamination of buildings/equipment</p>		<p>Enhanced clean of all areas before school re opens and then ongoing at end of day.</p> <p>Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area.</p> <p>Cleaning staff made aware by their employer the risks and how to obtain safe working equipment and practices.</p> <p>Hand washing facilities are available including Anti-bacterial hand gel.</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> <li>• Handling waste including body fluid spills and hazardous medical waste.</li> <li>• Cleaning</li> <li>• After emptying bins</li> </ul> <p>After using the bathroom</p> <p>Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>Ensure children and staff are aware of not touching eyes or mouths with the hand sanitiser.</p>	<p>Cleaners and cleaning contractor to be made aware of the need for enhanced cleaning daily.</p>	<p>Ongoing</p>	
<p>Provision of First Aid</p>		<p>First aid will continue in the usual way with the use of designated areas. All</p>	<p>Staff</p>	<p>Ongoing</p>	



Pregnancy/CEV		<p>staff are first aid trained and will be provided with first aid kits to ensure they can attend to any minor needs.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms as usual. PPE to be worn.</p> <p>Possible complications for pregnancy. Implications for health of mother and unborn child. All CEV staff and pupils will have a completed individual risk assessment. Staff to follow the guidance provided and minimise contact with others.</p> <p>Staff to wash hands after each pupil. Regularly check Public Health England for updated advice. Seek advice from GP/Midwife. Regular assessments and advice from medical professionals to be obtained. Staff to be aware of any changes to their health and report immediately.</p> <p>Contact with parents of at risk pupils to discuss measures needed to be in place as appropriate.</p>			
Dealing with unwell children.		<p>Children that become unwell with non-Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.</p> <p>Ensure good supply of antibacterial wipes are in place for staff.</p>	All	Ongoing	

		<p>Reminders to parents/carers to not send poorly children to school. Public health England poster guidance followed regarding childhood illness.</p> <p>Non-contact forehead thermometers have been purchased (1 for each class). Temperature to be taken (subject to parental permission given on parent pay) if a child says they feel poorly or look poorly. Child to be sent home if a high temperature is recorded (37.8 degrees or higher). If no permission is given, parent to be contacted and asked to come and take temperature. Obviously, if a child is too unwell to be in school regardless of whether they display covid symptoms or not, the parent will be contacted to come and collect them.</p>			
<p>Premises plant and equipment</p> <p>Fire drill</p>		<p>All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should. Ensure all areas of the school are completely safe and clear before re-admitting children. Adhere to list of recommendations for re-opening school sent by LA. Fire alarms to be tested by caretaker as normal on regular basis. Water checks by IWS. Fire drill procedures and fire safety notices to be completed.</p>	<p>. Head/Caretaker/IWS</p>	<p>By 6<sup>th</sup> September</p>	

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Deliveries to school		<p>Regular deliveries will be required once school re-opens for kitchen/office or other necessary items.</p> <p>Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes.</p> <p>Whilst placing the order, consider adding advice on delivery procedures within school.</p>	All	Ongoing	
Visitors to school	Visitors	<p>Visitors to the school will be asked to report to the school office. The office staff will sign visitors into school and their access will be limited to immediate areas only as required. Staff will accompany them.</p> <p>Visitors should sanitise their hands when entering the building and when leaving.</p> <p>If visitors need to use the bathrooms they should be advised to follow the same procedures as staff.</p> <p>Visitors sign to state that they have not tested positive for Covid in the last 10 days</p> <ul style="list-style-type: none"> <li>• That in addition they are not displaying the main symptoms of COVID-19:</li> <li>• a high temperature</li> </ul>	All visitors will have to sign in and agree to having their details taken for the school's Track and Trace register. These details will be kept confidential and only used to inform visitors if there is a subsequent outbreak of infection.	Ongoing	

		<ul style="list-style-type: none"> <li>• a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>• a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Visitors will only be allowed into school as long as there is no outbreak of infection and it is safe to enter.</p>			
Snack times/ Lunchtimes	Staff and Children	<p>Lunch will take place in the hall.</p> <p>All staff serving or handling food, or working around food at lunchtime should wear PPE (aprons, gloves) and keep as much of a distance as possible when helping to open packaging from packed lunches.</p> <p>Children and staff do not share cutlery, cups or food.</p> <p>All utensils and equipment (such as the microwave, urn, water dispenser) are thoroughly cleaned before and after use.</p> <p>No additional items such as sweets and chocolate for birthdays to be brought in.</p> <p>Parents, staff and children are aware that children's water-bottles should be</p>	Staff and children	6 <sup>th</sup> Sept/ongoing	

		<p>filled at the start of each day at home, as water-fountains will not be in use. Children will be able to refill bottles at school when required.</p>			
Wellbeing/safeguarding	Staff and children	<p>Staff are encouraged to discuss with the Headteacher about how to manage their workload. The Head will work with the Hub Headteachers.</p> <p>Staff are aware of how to report sickness and how long to stay away from school.</p> <p>A staff 'health first' approach will be adopted with the overarching aim being that both the line manager and employee should both be comfortable with the decision that is made where there are any concerns. School leaders will also liaise with HR, where they have any concerns in relation to staff absence and refer to Occupational Health as appropriate in the usual way.</p> <p>If staff are experiencing any anxiety or mental health concerns in relation to COVID-19, returning to school or in the case of bereavement, they will be signposted to the school's counselling service for support.</p>	Staff	Ongoing	

		<p>Staff will continue to receive PPA time to enable them to plan appropriately.</p> <p>On return to schooling, children will revisit the measures that are put in place around the school/classroom. These will be explained to children in an appropriate and compassionate way to ensure that they feel comfortable and confident in their return to school. The level of discussion will depend on the age of the child and will be led by their questions. Children will be part of this discussion so they can own it themselves. In EYFS, there will be an increased focus on PSED (Personal, Social and Emotional Development), forming secure attachments and supporting the children to feel safe in the transition process.</p> <p>We will continue to deliver Health and Well-being units every term via our PSHE curriculum delivery. Everything will be driven by our vision, 'Learning to love, loving to learn'. Logs must be completed to identify the movement of visitors around school. Visitors and supply teachers will be required to</p>			
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		<p>comply fully with the risk assessment for the school.</p> <p>The Safeguarding and Child Protection policy will always be adhered to. The school must have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and will refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate.</p> <p>Meetings are held to discuss the mental health of pupils and put appropriate intervention into place. Strategies implemented are reviewed and amended to ensure provision is the best it can be. Where required, additional agencies are involved.</p> <p>Staff are aware of the impact of Covid-19 on the children in our care and provide additional support if required.</p>			
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		<p>Actions are put into place to reduce anxiety. Children will have opportunities to share concerns if needed on a 1:1 or group basis. School will continue to do all we can to reduce the risk of the spread of the virus and help to reduce the level of anxiety some children experience.</p> <p>Our communication with parents and pupils will include information about the control measures.</p> <p>Government guidance for parents is available at: What parents and carers need to know about early years providers, settings and colleges - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</p> <p>All pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Where a pupil is unable to attend our setting because they are complying with clinical or public health advice, we will immediately offer them access to remote education. Settings should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our setting as parents are following</p>			
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		<p>clinical and/or public health advice, absence will not be penalised.</p> <p>School to work alongside parents and medical professionals to ensure that children are able to attend school as much as possible.</p>			
LFD Testing	Staff	<p>Staff are advised that testing does not remove the requirement to follow Covid-19 safe working practices such as hand hygiene, cleaning and ventilation.</p> <p>All staff will be provided with LFD Testing kits, the test should be completed twice a week on a Monday and Thursday (or a Sunday eve and Wednesday eve if the household are not going anywhere for the rest of the evening and to reduce the impact on school with such short notice). Testing will be completed at home.</p> <p>A test collection area will be set up within the school - office. This will be used when staff require a new kit.</p> <p>Staff are advised to read LFD testing kit instructions before use.</p> <p>LFD tests without a bar code will not be used.</p> <p>Staff are advised not use the LFD test kit if any part of it is damaged, which may compromise the test results.</p>	All staff	Ongoing – review 1 <sup>st</sup> October in line with updated guidance.	

		<p>Staff are advised not to use the test if the expiration date has passed.</p> <p>Staff are advised to sanitise their hands before use and after use.</p> <p>Staff will be asked to disinfect the area before and after their test has been completed.</p> <p>Sample materials will be disposed of in a sealable plastic bag and put into the general household waste as advised.</p> <p>Staff must report any test outcome to the NHS via gov.uk website and must notify the Head/Deputy if they have a positive test / 2 void tests as soon as possible.</p> <p>Should they receive a positive test or 2 void tests, staff must self-isolate as per government guidance and get a PCR test. Any person that has been in close contact with the infected member of staff will be told to self-isolate as per government guidelines.</p>			
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