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| **William Cassidi C. E. Aided Primary Schoo1**  **Coronavirus (COVID-19) Risk Assessment July 2021** | | |
| **Written utilising all DfE guidance and placing it in our local context with the safety and well-being of our children, staff, parents and carers at the heart of all we do.**  **Aims:**   * **full normal opening of the school** * **planning for control measures to reduce risk** * **planning for outbreaks within the school and community**   **Julie Cornelius** | **Red – high risk**  **Orange – medium risk**  **Green - little or no risk** | **Draft: 7th July 2021**  **Consultation to staff: 7th – 9th July, 2021**  **Approved by the Governing Body: 12th July 2021**  **Published on website: 13th July 2021**  **Review date: September 2021 or when new guidance is received.** |

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| **Focus** | **Area of consideration** | **Recommendation** | **Risks and level of risks** |
| Children, parents and staff | * attendance * school day * equipment * hygiene measures * control measures | * All normal operating procedures of the school will be restored from 6th September 2021. All children should attend school daily, in their school uniform with a PE kit in a small bag, a book bag and water bottle. * School is open from 8:55am to 3:15pm * Nursery sessions are from: 8:45 am to 11;45am or 12:15pm to 3:15pm * On entry children will **wash their hands** and will undertake **regular hand-washing** with either a personal or large class sanitiser. They will undertake regular hand washing e.g. before eating, after eating, before going to the toilet, on return from the toilet, after sneezing or coughing (see below), when they are observed to have touched their face, eyes, nose or mouth (see below). * Children will be encouraged and reminded to avoid touching their face, eyes, nose and mouth to assist hygiene measures. * Children will be provided with tissues to facilitate the: ‘**Catch it, bin it, kill it’** mantra. Used tissues will be placed in a lined bin with a cover and will be regularly emptied and disposed of to encourage respiratory hygiene. * All areas within the school will be kept as **well-ventilated** as is possible with the opening of windows and doors as is safe and appropriate. Children will not be placed near draughts, additional clothing may be worn if children are cold though an ambient working temperature should be maintained at all times. * Any child who **displays signs of a cold or COVID 19** (including loss of smell or taste) should not attend school. If symptoms occur in school the child will be removed from their workspace and placed in isolation with ventilation and a member of staff in full PPE. Parents will be asked to collect the child and their siblings from school immediately. They should not return to school until a negative test result has been obtained or if negative, all symptoms have ceased for at least 48 hours. | * Children attend school whilst asymptomatic. * Hands will not be washed carefullly. * Children will touch face, hands, mouth. * All new documentation released for recognising signs of COVID, attendance at school, isolation, restrictions etc will be published on the school website and where appropriate displayed at the entrances of the school and on the noticeboard. * All new public health initiatives will be promoted within school including strap lines for programmes. |
| Lunchtime meals | * The school will follow the current DFE guidelines for pupils who are positive and in receipt of FSM * Hot school meals will recommence from 6.9.2021 for all pupils including FSM, Universal Free Meals and paid meals * Meals will be taken together in the school hall following the usual rotation * Packed lunches will resume in the school hall * Children may sit with their friends and play outside together | * Children will maintain hand hygiene routines before and after eating * Lunchtime supervisors will sanitise tables and the flooring (if required) within the hall. * Uneaten packed lunches provided by home – children should take home all uneaten food and packaging to enable parents to monitor food consumption. |
| Policies:   * attendance regulations and the Law * building and personal safety * oral hygiene * assessments and reporting arrangements * homework * educational visits | * The school will continue to submit a daily DfE Educational Setting Status attendance return by the prescribed time (when required). * The school will continue to submit weekly Local Authority attendance returns (when required) including Nursery numbers to FIS. * Daily school attendance registers will be taken. New coding for absences will be utilised. * **Attendance Policy**: All pupils of statutory school age are required to attend school and normal attendance regulations provided by the Government which came into effect 2.9.2020. * **Year 6 children will be permitted (with parental consent) to walk to and from school from 6.9.2021.** * **Fire Risk Assessment, Emergency Evacuation Procedures and Safety Testing**: All operating procedures will continue to be maintained including fire practices and other maintenance testing within time expectations. * **Behaviour Policy**: All children attending school will be expected to abide by our behaviour policy. * **Oral Hygiene**: The oral hygiene (tooth brushing) programme (for Nursery, Reception and Year 1 children) will be reviewed in September 2021 with a view to reintroduce this valuable activity by the end of September 2021 with parental permission. * **Assessment, Recording and Reporting**: All parents will receive two short reports and one end of year report. The Autumn and Spring parent/teacher consultations will be via telephone or Zoom depending on advice. All KS1 and 2 National Assessments, Year 1 phonics and Year 4 multiplication testing will be reintroduced during 2021 – 2022. * **Homework**: As much as possible activities and tasks will remain online and accessed via Eschools. This includes spellings, topic tasks, English and maths. The maintenance of online access will ensure all pupils and parents can access learning in the event future restrictions. * **School Visits**: Educational day visits have been resumed as well as sporting and co-operative events. However, they must be thoroughly risk assessed to ensure that any proposed visit can be undertaken safely. * **Domestic Residential Educational Visits**: may be conducted in line with relevant COVID-19 guidelines and approval by the LA Health and Safety department. The Year 6 residential to Robinwood has been arranged for September 2021 and has been approved. * **Extra-curricular provision**: Additional activities during lunchtime and after school may be planned from 6th September 2021. * **Physical Education**: All P.E. lessons wand sports will resume during the autumn term including swimming and attendance at festivals and competitions. All school equipment will be available for use including outdoor play equipment and small apparatus for play/lunchtimes. | * There is no law about when a child can be left unattended but it is an offence to leave them alone if it places them at risk. NSPCC recommends that children under 12 are rarely mature enough to be left alone for a long period of time. Children under 16 should not be left alone overnight and babies, toddlers and very young children should never be left alone. * Expectations and scope of home learning agreed by all staff to ensure communality. Letter to parents to clarify access, procedures and timetables. * Remote education provision has been uploaded onto the school website. A Remote learning Policy is also published on the school website. * Pupils and parents are supported to access remote learning (IT help, devices, paper copies etc.) to remove barriers to access for pupils. * Additional risk assessments will be completed for proposed day, residential, physical education including swimming and appropriate permissions sought form the Local Authority. |
| * safeguarding * emotional well-being | * All staff continue to be responsible for safeguarding within our school. * The Designated Safeguarding Lead (Mrs. Cornelius) or the Deputy Safeguarding Leads (Miss. Raper and Miss. Hill) will continue to be available. * The following telephone numbers should be utilised:   **Childrens HUB: 01642 130080**  **Emergency Duty Team: 01642 524552**  **Early Help: Single Point of Contact: 01642 526123**   * Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. * Children should be supported to understand the changes and challenges they may have encountering as a result of COVID-19 and staff should ensure they are aware of children’s attachments and their ongoing need for emotional support. * External support structures and agencies will be signposted to support individuals and their families where required. | * Staff awareness of children’s needs. * Staff awareness of children needing reassurance and support. * Utilisation of additional materials and guidance to support pupils including: NCB: nurturing healthy minds together, Anna Freud: managing the transition back to school, NHS: looking after a child or young person’s mental health. * Provide support for staff to ensure they are supported, valued and their needs met. Documentation utilised includes: HSE ‘tackling Work-related Stress Using The Management Standards Approach’, HSE: ‘What Are Management Standards?’ The following are utilised: demands, control, support, relationships, role and change. |
| * first aid * personal hygiene support * displaying COVID symptoms * testing * PCR tests * attending school * stepping measures up and down | * Qualified paediatric first aiders will continue to be on site throughout each day and administer support when required, qualifications are current and in date. * Parents should complete an administration of medication form for prescribed medication they wish to be considered to be administered including asthma and food allergy precautions including the use of epi-pens. * If a child has a personal hygiene accident they will be escorted to a changing area for privacy. Parents will be contacted to bring additional clothing and to assist the child change. Currently school does not retain any spare clothing. If you feel it may be likely that an accident will occur please send in spare clothes which your child can keep with them at their work area on a daily basis. The member of staff with them will supervise them utilising PPE. * If a child has a physical accident and requires first aid they will be attended to by a qualified paediatric first aider in a well-ventilated room who will utilise PPE. Disposal of all materials used will be in a clinical waste bag and following all current guidelines for storage and safe disposal as required by guidelines. Parents will be contacted following normal routines (bumped head, suspected fractures, deep cut/bleeding). * If a child begins displaying even mild COVID-19 symptoms, they will be immediately removed from their class, isolated in a well-ventilated area and supervised by a paediatric first aider in full PPE who will remain at least 2m away. A parent will be immediately contacted and the child and any siblings should be immediately collected. The household should follow PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. * If the child needs to go to the toilet whilst they are waiting to be collected, the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. Any areas the child has been in will be thoroughly cleaned after they have left. * If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should remove and dispose of all PPE and wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. * The isolation area should be thoroughly cleaned immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned as soon as is possible or at the end of the session. * The person responsible for cleaning the area should wear appropriate PPE and dispose of it immediately afterwards following hand washing guidelines. * All clinical waste should be immediately placed in a clinical waste bag, retained for 72 hours in a general waste bin, then disposed of in the general waste (collection day Monday). * In the event of a staff member developing suspected coronavirus symptoms whilst working at school, they should return home immediately and isolate at home in line with the NHS guidance. * There is no need for primary aged children to undertake lateral flow tests at home prior to entry into school. School staff voluntarily undertake tests twice a week for the safety of others within school. * Staff and pupils with a positive LFD test result should self-isolate in line with stay at home guidance. They will also need to undertake a PCR test to check if they have COVID-19. Whilst waiting for the result they should continue to self-isolate. Until Step 4 school will continue to fulfil our contract tracing responsibilities. From Step 4 close contacts will be identified via NHS Test and Trace. * If the school has several confirmed cases within 14 days, we may have an outbreak. In that instance the school will contact a dedicated advice service who will escalate the issue to our local health protection team and advice if any additional action is required such as implementing elements of our outbreak management plan (see below). * **If clinical advice is needed, the staff or parent should go online to NHS 111 (or call 111 if they do not have internet access).** * **The school will actively engage with NHS Test and Trace.** * **The school will follow local health protection team advice.** | * Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers enabling contact for accidents, illness and personal hygiene. * Full First Aid CPD was undertaken by staff on the PD day 3.1.2021. * Food hygiene certificates are current and within date. * Parents to be informed of any school outbreak or change in arrangements as soon as is practically possible (text, telephone, eschools, website). |
| Parents | Communication | * Parents will receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves via the school website and eschools. * Parents will be informed of the school’s risk assessment for opening (this document) which will be published on the school website. * The Governing Body will be kept up-to-date with all policies, procedures and risk assessments and any changes made in light of experience when children return and amendments to the risk assessment will be noted, dated and published on the school’s website. | * Risk assessment and procedures are made available for each parent. * Information giving details of organisation is available for all parents on the school website. * Parents to be informed of any school changes as soon as is practically possible (text, telephone, Eschools, website). |
|  | Control of contractors: | * Grounds maintenance and waste disposal will be undertaken on agreed days maintaining social distancing from staff and any children present on site. * Emergency works will be completed as much as possible whilst children are not on site, documentation (control of contactors, permits to work, asbestos summary sheets etc) will be required to be completed. | * Social distancing maintained whenever contractors are present with children and staff. * Development of programmes of work where contractors work when no-one else is present ie grounds maintenance. |
| PPE | Staff and children | * Wearing a face covering is no longer advised for staff and visitors either in classrooms or communal areas. If there was an outbreak in our school we may be advised to use face coverings on a temporary basis. Transparent face coverings and face visors and shields are not equivalent alternatives in terms of source of control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. * To give enhanced confidence in procedures and for emotional well-being considerations, the school continues to provide some form of PPE for all staff * Staff should wear full PPE for specific health and safety situations (see above section). | * Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. * Disposable gloves, apron and fluid resistant mask as well as eye protection to be available to staff to use appropriately. * Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks and eye shields only when a child becomes unwell, administering first aid, inhalers or epi-pens. * PPE and additional safety measures are available |
| Cleaning | Undertake regular enhanced cleaning | * School and all equipment continue to be ‘deep cleaned’. Items which have been unable to be ‘deep cleaned’ were disposed of. * Caretaker and cleaning staff have a rota to clean AND disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, doors, doorknobs, light switches, handles, toilets, taps, sinks, kettles and fridge doors. * A revised cleaning schedule and work pattern has been undertaken to enable ‘deep cleans’ to take place at the end of each day, and for frequent cleaning of toilets and bin emptying to take place, as well as cleaning at the end of each session to ensure cross-contamination between individuals and teaching groups is minimised. Nursery and Reception will be fogged each week (Friday) as will any room utilised by more than one ‘bubble’ prior to another group using the room. * The caretaker and cleaning staff will wear appropriate PPE for their duties including: wearing one pair of disposable gloves for cleaning which should be safely disposed of immediately after cleaning. * All bins (rooms and toilets) will have lids and liners. The liners are regularly changed. * Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used. * Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. * Flooring, walls and windows to be cleaned regularly to prevent infection. | * Cleaning staff not available. * Cleaning not completed thoroughly. * Cleaning supplies not available. * Deep cleaning regimes implemented during closure to be continued. * Nursery and Reception rooms and equipment will be ‘fogged’ each week. Rooms utilised by more than one group will be cleaned and ‘fogged’ between groups. * Soft toys, furnishings, sand, water, dough etc to be removed from classes and resources utilised on a restricted basis depending on ability to disinfect or restrict to individual usage. * Thorough cleaning at the end of every session and ‘deep cleaned’ twice per week. * If there is a positive test result, then current guidance must be followed for the closure and cleaning of the school. |
| Cleaning | Cleaning of electronics | * Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. | * Staff should clean IPADs, work surfaces and keyboards etc immediately after use to prevent cross-contamination for IT lessons. |
| Cleaning | Disposal of potentially contaminated waste | * Waste from bins including used paper towels and tissues in bin liners may be disposed of in the normal bins after 72 hours. * Cleaning materials should be disposed of if they have been used for possible positive cases (see above) and all materials should be double bagged and put in a suitable and secure place, marked for storage until:  1. the individual tests negative; waste can then be put in with the normal waste 2. the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste  * Clinical waste should be placed in a clinical bag and stored for 72 hours prior to disposal | * Face coverings should be disposed of in lined waste bins and disposed of in the normal bins after 72 hours. |
| Site management | Partially open buildings | * Review of site and grounds to continue by the caretaker in her daily check routine. * Continual review of the hot and cold water systems by increasing the frequency of flushing, temperature monitoring and functionality of all equipment prior to 1st June and holidays/closures. * Drinking water fountains to be recommissioned and children to bring in individual water bottles to be refilled using fresh drinking water available in the staffroom (parents informed above). * Review of gas and electricity safety by continuing planned safety checks. * Review of fire safety procedures, evacuation and practises. Fire safety equipment testing schedule to continue - LA fire alarm testing, fire equipment testing, automatic doors serviced. * Review of access control and alarm systems to ensure they are in full working order – ongoing following established schedule. * Emergency evacuation and lighting (see above). * Review ventilation systems to ensure they are using fresh air, if unable to adjust turn off and do not use. Undertaken 24.9.2020. * Catering equipment – SBC Catering – ongoing safety schedule. | * Caretaker to undertake checks following normal operating procedure schedules. * Air conditioning may be utilised in the IT suite provided that windows and the door are open to allow and maintain a good supply of fresh air ventilation in the room (HSE: Air conditioning and ventilation during the coronavirus pandemic) downloaded 24.9.2020. * Quarterly fire alarm check * Legionella testing * Security Alarm service * PAT testing * Tormax doors serviced |
| Amendments to the above: | |  | Dated: |

**Outbreak Management Plan**

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| This plan describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in our school, covering:   * The types of measures that we should be prepared for * Who can recommend these measures and where * When measures should be lifted * How decisions are made.   **Principles:**   * Prioritising education * Collaboration * Roles and responsibilities * Measures that settings should plan for * Testing * Face coverings * Shielding * Other measures * Attendance restrictions | |
| Prioritising Education | The school recognises that it is vital that the impact of an outbreak is carefully considered and minimised for all our children. We also recognise that the length of disruption should be as short as possible. At all times a balance must be maintained between the management of transmission and the impact of measures implemented which could as a last resort include school closure. All decisions made would be regularly reviewed and lifted as soon as evidence supports doing so. |
| Collaboration | The school will undertakemulti-agency collaboration and communication to ensure consistency in approach so that no group of children is unfairly disadvantaged. The school will retain close relationships with the local authority, PHE regional directors and regional school commissioners through a regional partnership team. Where decisions are made on a national level we will implement guidance from the DfE and PHE. |
| Roles and responsibilities | The school will liaise and consult with professionals and their individual roles will be clearly defined. Local authorities, directors of public health and health protection teams are responsible for managing localised outbreaks. They will provide school with support and advice. These teams are also able to provide support and advice to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform national decision making. Area by area advice may therefore be provided. In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees, but his should be by exceptionally. |
| Measures | Should our school or area be advised either to fully close or to partially close during an outbreak we will operate by opening for vulnerable children and children of critical workers and provide remote learning for all other children. We will operate a rota system for staff so that they can supervise those children attending school and provide dedicated time working from home to provide contact and recorded lessons for children’s remote learning through individual class eschools pages. Maintaining quantity and quality of education will be ensured through the monitoring of provision and interaction on a weekly basis by the head teacher who will provide weekly reports for all staff. The designated officer or a deputy designated officer will be present on the school site throughout any type of closure on a daily basis. All staff will monitor eschools communications with children and advice re: online safety and safety and will have a heightened awareness of possible safeguarding issues to ensure a high level of care is provided for our children and their families. For partial or individual class outbreaks staggering entry, start and finish times, separate toilet facilities and lunch and break times will be considered but each measure will be tailored to the individual situation and aimed at keeping children in face-to-face lessons within school. |
| Testing | Only applicable for staff in a primary school – staff continue to take LFD tests twice per week and report to testing and HT |
| Face coverings | Only utilised as outlined in our risk assessment (above) for primary schools. Should an outbreak occur school will reintroduce face coverings for staff and parents visiting the school site for a limited time until the outbreak is stepped down |
| Shielding | Shielding is currently paused and can only be reintroduced by national government for both members of staff and children |
| Other measures | Robust risk assessments will be undertaken for educational and residential visits. Appropriate approval from the governing body and local authority will be sought. If necessary visits will need cancelled or halted. Open days and transition meetings will take place in school or online should school be advised to do so or it be closed. Parental attendance in school for meetings, worships, events and church services, as well as performances at school will be paused should an outbreak occur or advice be received from professionals. These events will be placed online on eschools pages or meetings held via Zoom/Teams. |
| Attendance restrictions | As a last resort unless advised to do so, school will remain open to all pupils. Should school be advised in consultation with professionals that some form of closure is required it will be limited as much as possible to minimise impact upon individuals or groups and limited in time to as short a time as possible. Provision for vulnerable children and those of critical workers will be made within school and attendance will be promoted. Remote education will be introduced for all children. Children and their parents will be supported to access remote learning and provided with resources and if possible devices to access remote learning. Those who prefer paper-based resources or packs including reading books will be provided with them. Those who are classified as clinically vulnerable (education workforce and children) will be supported to work from homes until it is safe for them to return to the workplace/school. Safeguarding officers will be present at school during school closure and all staff will take enhanced considerations of safeguarding of all children. The use of public transport will be discouraged. Children classified as FSM will be provided with either daily packed lunches or weekly food boxes as appropriate during any restricted access for children. |

**Documentation utilised in the production of this risk assessment:**

Schools COVID-19 operational guidance DfE July 2021

Annex A: health and safety risk assessment GOV.UK Updated 6July 2021

Contingency framework: education and childcare settings GOV.UK Updated 25 June 2021

Evidence Summary Coronavirus (COVID-19) – children, young people and educations settings DfE July 2021

Julie Cornelius 7th July 2021