

Melbourne Primary School

Risk Assessment for managing COVID- 19 in school

September 2021

(in accordance with Gov.Uk guidance 21st August 2021)

School staff: This should be read in conjunction with the guidance they have been provided with.

Keeping to this risk assessment is mandatory.

**COVID-19 Daily Risk Assessment**

The following risk assessment should be read in conjunction with the Wolds Learning Partnership Risk Assessment.

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| **Significant risks** | **People at risk** | **Control measures** | **Amendments following review** |
| 1. **Arrival and Collection** |  |  |  |
| Children mixing across bubbles when arriving and departing school. | Children and staff | There is no requirement for children in consistent bubbles from September 2021.  This means that children will be taught in their usual class arrangements and will be able to socialise on the playground and in the dining hall as per normal arrangements.  There will no longer be staggered starts or ends to the school day.  All children to arrive between 8.20am and 8.30am.  All children depart at 3pm other than those attending tutoring, enrichment or after school club. |  |
| 1. **Hygiene** |  |  |  |
| Children and staff bringing the virus into school | Children and staff | All children and staff are to use the hand sanitiser on arrival into the building in the morning.  Where parents do not wish their child to use the hand sanitizer for health reasons, the child is to wash their hands thoroughly (in line with national guidance).  If children are bringing their own sanitizer into school, this must be kept in their drawer or teachers desk ~ age dependant.  Teachers will remind these children to use the sanitiser before going to break and lunch. |  |
| Children and staff not cleaning hands during the day | Children and staff | All children will wash their hands frequently throughout the day ~ on arrival to school, after break times, before lunch time and after lunch time.  Children will be reminded to wash their hands after using the toilet and after using tissues when sneezing, blowing their nose or coughing. They will then also use the hand sanitizer held in every classroom.  Staff will follow the same routine as for children. |  |
| Unsafe disposal of tissues | Children and staff | Each classroom has a lidded bin with a foot pedal. These will be used for the disposal of any tissues used during the day. Any used bins will be emptied at lunchtime and a new bin liner put inside. All used bin liners will be double bagged before being disposed of in the usual way. |  |
| Children not remembering hygiene routines | Children and staff | On the first day back at school, staff will re-enforce the routine for handwashing and using tissues to sneeze or cough into. The school is promoting; “Catch it, Kill it, Bin it”.  Every classroom and toilet has posters reminding children to wash their hands and how to use and dispose of tissues correctly. |  |
| The rooms have poor ventilation increasing the risk infection | Staff and children | All windows in offices, corridors dining hall and classrooms will remain open throughout the day together with classroom and office doors to aid ventilation wherever possible –on the coldest, wettest of days – it may not be possible.  Fire doors and external doors must remain closed for health and safety purposes.  Where possible higher windows will be used to avoid draughts. |  |
| 1. **Cleaning Routines** |  | See the Wolds Learning Partnership Cleaning risk assessment |  |
| Keeping the school clean during the school day | Staff and children | At breaks and lunchtime, all desks will be wiped with antibacterial spray. Each child will have their own cloth and the teacher will spray this then the child will wipe their desk. Where a child may have dermatological problems, a member of staff will wipe their table.  All classrooms have a plentiful supply of cloths and spray for additional cleaning of resources. Staff will wipe frequent touch points in their classroom at breaks and at lunchtime.  Door frames and handles around the school building, including external doors, toilet doors and office doors will be wiped regularly throughout the day using antibacterial spray.  The school’s cleaners undertake a daily thorough and deep clean of the whole building. |  |
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| 1. **Staff routines** |  |  |  |
| Staff entering the building | Staff | All staff to continue to enter and exit the building via the main entrance. The exception to this are: the kitchen staff who have their own entrance. |  |
| School staff become asymptomatic | Staff | During the month of September 2021, school will continue to promote and encourage twice weekly lateral flow testing for its employees in order to help prevent and protect the community from COVID- 19. This will be reviewed at the end of September in accordance with government guidance.  Parents have had communication about this and how it may result in self-isolation periods for members of the school community.  See the school’s lateral Flow Test risk assessment on the school’s website for further details. |  |
| 1. **Visitor Protocol** |  |  |  |
| Unexpected visitors arriving at school. | Visitors, staff, children | Visitors to school are encouraged to make an appointment.  When booking contractors, unless it is an unforeseen emergency, all attempts should be made to book after or pre-school visits.  Parents/staff should discuss any needs/ concerns via telephone calls in the first instance.  If unexpected visitors arrive at school, reception staff are to ascertain whether the visit is necessary or can be rescheduled as an appointment.  If it is necessary, for example a parent arrives to collect a child due to an emergency situation at home, the parent is to be allowed into the main reception to wait whilst a member of the admin team deal with the matter. |  |
| Visitors may increase risk of transmission of the virus. | Visitors, staff, children | Where visitors are pre- booked, they will be encouraged to wear a mask before they may enter the building.  Upon entering reception, they will be required to use hand sanitizer.  Visitors will then follow the normal school protocol for safeguarding, being escorted around school where no DBS is present. |  |
| 1. **Pupil Behaviour** |  |  |  |
| Children do not know how to keep themselves and others safe in school | Children and staff | Staff will re-iterate the code of conduct in school to help children follow it. This will take place in detail during the first week and then daily reminders will be given.  Children who deliberately choose to conduct themselves in a way that goes against the pupil code of conduct will be sanctioned as outlined within the code. |  |
| 1. **SEND pupils** |  |  |  |
| Pupils with SEND are unable to understand/ follow the guidance fully. | Children | If appropriate, children with significant SEND to have a risk assessment prepared for them to take into account their additional needs. |  |
| Not enough resources are available to meet the needs of pupils with SEND. | Children | If necessary, where additional resources are required liaison should be made between the SENCO and the CFO to secure these. |  |
| Staff at added risk due to the delivery of intimate care. | Staff and children | Where intimate care is required the person performing this should be properly equipped with PPE as they normally would pre- lockdown. | Individual medical procedure required for a pupil daily. |
| 1. **Visits** |  |  |  |
| Visiting other sites puts staff and children at increased risk. | Children and staff | Visits may take place from September 2021. Risk assessments carried out prior to attending any educational visit should include a thorough examination into the providers hygiene and ventilation requirements. |  |
| 1. **First Aid** |  |  |  |
| Children need first aid that cannot be managed by first aiders in class or on the playground. | Children and staff | Where simple first aid plasters etc… cannot be administered by the class teacher/ teaching assistant, they will send for assistance.  A first aider will come to the classroom wearing PPE and administer to the child in situ. If the child needs to be removed from class for more intensive first aid, the senior first aider will do so.  The same procedure applies to break and lunchtime first aid needs (via rota). Teachers to take their class first aid kit on duty with them. |  |
| Disposal of first aid equipment including used PPE. | Staff | All used first aid materials and PPE will be disposed of in the clinical waste bags which will be double bagged. |  |
| 1. **Staff and Children showing symptoms of COVID-19** | Staff and children | Rigorous systems are in place should this occur.  Please see the Wolds Learning Partnership risk assessment on our website. |  |
| When staff or pupils develop COVID-19 symptoms | Staff and Children | Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).  If anyone in school develops [COVID-19 symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/), however mild, we will send them home and they should follow public health advice.  For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.  If a pupil is awaiting collection, they will be left in the quarantine room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) guidance. Any rooms they use should be cleaned after they have left.  The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). |  |
| Staff and pupils with a positive PCR result. | Staff and children | Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](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 will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test).  Whilst awaiting the PCR result, the individual should continue to self-isolate.  If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms |  |
| Admitting children into school who have symptoms | Children | In most cases, parents and carers will agree that a pupil with symptoms should not attend school given the potential risk to others.  If a parent or carer insists that their child attends school, whilst displaying symptoms of COVID – 19 school will use its judgement to decide whether to refuse the pupil. This will be considered in light of all the circumstances and current public health advice. |  |
| Tracing close contacts and isolation | Staff and children | From September, school will not be required to carry out contact tracing; this will be done by NHS Test and Trace.  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:   * 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   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](https://www.gov.uk/get-coronavirus-test). We would encourage all individuals to take a PCR test if advised to do so.  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. |  |
| Protecting vulnerable staff from risk of COVID -19 | Staff | Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19).  During the month of September 2021, school will continue to promote and encourage twice weekly lateral flow testing for its employees in order to help prevent and protect the community from COVID- 19. This will be reviewed at the end of September. |  |
| Are staff required to take the COVID-19 vaccine? | Staff | We would encourage all staff, where medical conditions allow, to take get vaccinated against Covid 19. We will facilitate staff to attend appointments including during term time. |  |
| Are staff required to wear face masks in school? | Staff | Face coverings are no longer advised for staff or pupils in classrooms or communal areas.  If however, we have a substantial increase in the number of positive covid cases in school, staff may be required to wear face masks in communal areas such as corridors, classrooms and staffrooms. |  |
| 1. **Remote education** |  |  |  |
| Educating pupils who are self-isolating | children | School will continue to provide high quality, remote education for pupils who are unable to attend school due to self- isolation. This will be equivalent in length to the teaching pupils receive in school.  The school will support families who require IT support in order to access online learning. |  |

**Risk assessment completed 1st September 2021**

**Risk assessment reviewed:**

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| **Date** | **By whom** | **Key adjustments** |
| September 30th 2021 | Kelly Foxton with staff feedback |  |
| December 3rd 2021 | Kelly Foxton with staff feedback |  |