

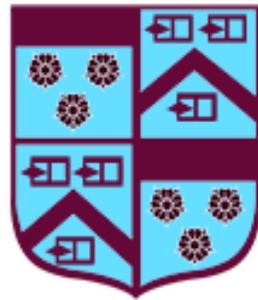


## Delivering Education during National Lockdown Covid-19 Pandemic

**STATUS:** School open to children of critical workers and vulnerable children only  
January 2021 – February 2021



St Andrew's CE Primary  
School



Colwich CE Primary School



St Peter's CE Primary School

# St. Peter's Church of England Primary School

'Opening Doors with Learning, Faith and Care'

What are the hazards?	Who might be harmed and how?	What are you already doing? <small>List the control measures already in place</small>	What is the risk rating – H, M, L? <small>See section 5</small>	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed <small>State the date completed and sign.</small>	What is the risk rating now – H, M, L? <small>See Section 5</small>
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The new variant of COVID-19 is significantly more</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school.</li> <li>• Anyone with secondary COVID-19 symptoms, as identified by SCC, is strongly encouraged to remain at home and arrange to be tested before returning to provision.</li> <li>• Anyone developing COVID-19 symptoms during the school day are immediately isolated until they are collected by a parent. Supervising staff member wears PPE, classroom space is vacated and cleaned immediately upon pupil removal.</li> <li>• CV staff and pupils advised to work from home where possible. CV staff to attend school only in circumstances where their absence would significantly impact the day to day operation of the school or result in a failure to comply with the processes and procedures outlined in this risk assessment.</li> <li>• All CEV staff and those in receipt of a current shielding letter are instructed to work from home.</li> </ul>	<p>High (Risk of serious harm is unlikely).</p>	<ul style="list-style-type: none"> <li>• Review individual risk assessments for those identified as CV who are required in school due to the essential nature of their role in the execution of this risk assessment.</li> <li>• Daily registers of pupils attending and close contacts for all pupils and staff in school.</li> <li>• Action new guidance to ensure staff and pupil safety as soon as possible.</li> <li>• LOC team advice sought and followed as necessary.</li> <li>• Regularly remind parents and carers who are critical workers that they should keep their children at home if they can, to reduce numbers in school as much as possible.</li> </ul>		<p>High (Risk of serious harm is unlikely).</p>

<p>transmissible and the number of positive cases locally and nationally is increasing rapidly.</p>		<ul style="list-style-type: none"> <li>• Regular wellbeing check-ins are in place to support in-school staff.</li> <li>• Pupils wellbeing is paramount and supported in bubble by the in-school staff team.</li> <li>• School actively engages with Test and Trace services locally and nationally.</li> <li>• Procedure in place to contact the LOC team in the event of positive case in school.</li> <li>• School leaders have awareness of the LOC plan.</li> <li>• The number of pupils attending school at this time have been significantly reduced and only children of critical workers and those deemed vulnerable are permitted to attend.</li> <li>• Pupils are organised into small, consistent groups with limited staff members working within each bubble.</li> <li>• Bubbles are separated at every point in the school day, including lunchtimes.</li> <li>• Bubbles work in different classrooms and no indoor social spaces are shared between groups.</li> <li>• Adults on site maintain strict social distancing of 2m+ at all times.</li> <li>• Lunchtimes are staggered across the school and thus only one staff bubble team are permitted into the staffroom at a time.</li> <li>• Separate entrances and exits are used for each in-school bubble.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• A procedure of sanitise in and sanitise out is operational in all rooms within the school and when pupils arrive and leave school.</li> <li>• Time is allocated within the school day for regular hand-washing for each bubble.</li> <li>• Use of masks or visors recommended for all other staff who have to enter a different bubble for any reason.</li> <li>• Tissues are widely available in bubbles to promote good respiratory hygiene by all. The 'catch it, bin it, kill it' approach is adopted across the school.</li> <li>• Enhanced cleaning of frequently touched surfaces is in place.</li> <li>• All rooms used by critical worker bubbles are deep cleaned at the end of every school day.</li> <li>• All bins have lids, are pedal operated, closed when not in use and emptied regularly.</li> <li>• Visitors to the school are not permitted during National Lockdown.</li> <li>• All logistical decisions have been made to reduce the number of possible contacts.</li> <li>• Clear signage is in place across the school which promoted good hand hygiene and social distancing.</li> <li>• High stock levels of essential cleaning supplies, soap, hand sanitiser and tissues are maintained in school.</li> <li>• COSHH assessments are completed for hand sanitiser and cleaning products in use.</li> </ul>				
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		<ul style="list-style-type: none"> <li>All staff (in school and out of school) are aware of this risk assessment and the prevention measures in place to reduce transmission.</li> <li>This risk assessment is shared with pupils and parents through the school website and key points are regularly reiterated through newsletters and communications.</li> </ul>				
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The new variant of COVID-19 is significantly more transmissible and the number of positive</p>	<p>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> <li>Start and finish times OR entrances and exits staggered to keep bubbles apart as they arrive and leave school.</li> <li>All pupils sanitise upon entry and exit.</li> <li>Dedicated school transport arrangements and plans revised, the one metre plus approach will not apply on dedicated school transport.</li> <li>Parents, staff and pupils encouraged to walk or cycle to school.</li> <li>Extra-curricular activities and off-site visits are not permitted at this time.</li> <li>Staff and pupils follow correct procedure for removing face coverings.</li> <li>Parents/carers to maintain 2m+ distancing at drop off and collection. This is communicated regularly and enforced by all staff.</li> <li>One-way system in place for parents/carers upon drop off and collection.</li> <li>Face masks required for parents on sites where one-way system routes do not allow for continual movement.</li> </ul>	High (Risk of serious harm, unlikely).	<ul style="list-style-type: none"> <li>All pupils required to be collected from school by parent/carer to ensure social distancing whilst walking home.</li> <li>Parents and carers asked to wash pupils' hands before and after school.</li> </ul>		Medium (Risk of serious harm, highly unlikely).

<p>cases locally and nationally is increasing rapidly. increasing.</p>					
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The new variant of COVID-19 is significantly more transmissible and the number of positive cases locally and nationally is increasing rapidly.</p>	<p>Everyone on site.</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• One-way circulation routes in operation in busy corridors and passing places. These are understood common practice for staff and pupils.</li> <li>• Designated spaces assigned to in-school bubbles. No shared spaces are in use at this time.</li> <li>• Rooms are accessed from outside, wherever possible.</li> <li>• Critical-worker bubbles are organised to reduce transmission. Pupils are spaced as far apart as possible, forward-facing and in small, consistent groups.</li> <li>• Designated spaces are clutter-free and unnecessary hard to clean items have been removed.</li> <li>• Staff and pupils only bring essential equipment into school.</li> <li>• Thorough cleaning of rooms at end of the day.</li> <li>• Designated spaces are well-ventilated. Windows and doors are open at all times to provide constant background ventilation, and opened more fully at breaktime/lunchtimes.</li> <li>• No non-essential visitors on site at any time and for essential visitors access to building is strictly controlled and approved by the Headteacher.</li> <li>• Fire safety procedures have been revised to effectiveness, maintain distancing and organisational changes do not</li> </ul>	<p>High (Risk of serious harm, unlikely).</p>	<ul style="list-style-type: none"> <li>• Each school to carry out full fire-drill by 15.01.2021.</li> </ul>	<p>High (Risk of serious harm, unlikely).</p>

		compromise evacuation routes and fire evacuation procedures.				
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		<ul style="list-style-type: none"> <li>Outdoor learning activities are encouraged and regular outdoor play is timetabled for all groups.</li> <li>No visitors are permitted in school at this time, this includes parents/carers.</li> </ul>				
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<p>nationally is increasing rapidly.</p>					
<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The new variant of COVID-19 is significantly more transmissible and the number of positive cases locally and nationally is increasing rapidly.</p>	<p>Staff and pupils.</p> <p>Transmission may occur when providing personal or intimate care and when offering First Aid.</p>	<ul style="list-style-type: none"> <li>• Designated member of staff in appropriate PPE assigned to provide close-contact care to pupils with Covid-symptoms.</li> <li>• Designated member of staff in appropriate PPE assigned to provide personal or intimate care to pupils as part of individual RA.</li> <li>• Basic first aid to be completed by staff within each bubble. PPE provided to protect staff member and pupil from close contact.</li> <li>• Designated First Aider on site at all times. First aider to wear full PPE when providing essential first aid to pupils outside of their designated bubble.</li> <li>• Stocks of PPE maintained in school at all times including disposable gloves, disposable apron, surgical mask and face shield.</li> <li>• Designated staff member to clean work area, remove and dispose of PPE and wash hands thoroughly after providing care.</li> <li>• Designated staff members supported to wear PPE correctly.</li> <li>• Care plans reviewed to reduce close contact through personal care wherever possible.</li> <li>• If CPR is required, designated staff member to phone an ambulance and use compression CPR only until the ambulance arrives.</li> </ul>	<p>Medium (Risk of serious harm, highly unlikely).</p>	<ul style="list-style-type: none"> <li>• Review the range of basic first aid treatments that can be managed by bubble-staff and maintain appropriate first-aid kits within each bubble.</li> <li>• Ensure staff rotas identify First Aider in school at all times and location of First Aider is shared with in-school team.</li> </ul>	<p>Medium (Risk of serious harm, highly unlikely).</p>

		<ul style="list-style-type: none"> <li>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> </ul>				
	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<ul style="list-style-type: none"> <li>Designated staff member assigned each day to support pupils removed from bubble with Covid-19 symptoms until their parent/carer arrives.</li> <li>Windows in isolation rooms opened at the start of each school day to increase ventilation within the room.</li> <li>Designated staff member maintains 2m distance from pupil wherever possible.</li> <li>Designated staff member to wear PPE (inc. surgical mask, face shield, disposable apron and gloves).</li> <li>Good stock levels of PPE are maintained in school.</li> <li>Designated staff member trained in correct wearing of PPE.</li> </ul>	High (Risk of serious harm, unlikely).			High (Risk of serious harm, unlikely).
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>Medicines not to be administered by staff in school if at all possible.</li> <li>Parent/carer should be asked to attend school to administer medicine if required.</li> <li>If absolutely necessary, supervising staff member to maintain 2m social distance if medicine is necessary within school time.</li> <li>Supervising staff member to wear a surgical face mask, face shield and disposable gloves when supporting administration of medicine in school.</li> </ul>	Medium (Risk of serious harm, highly unlikely).	•		Medium (Risk of serious harm, highly unlikely).
<b>Wrap around care Exposure to COVID-19</b>  The virus is spread in minute water	Pupils, staff and parents who use the OOSC provision.	<ul style="list-style-type: none"> <li>Prevention measures outlined above all in place within the wrap around care setting, including ensuring that no child or member of staff attends the provision if they have COVID-19 symptoms or are generally unwell.</li> </ul>	High (Risk of serious harm, unlikely).	•		High (Risk of serious harm, unlikely).

<p>droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The new variant of COVID-19 is significantly more transmissible and the number of positive cases locally and nationally is increasing rapidly.</p>		<ul style="list-style-type: none"> <li>• Parents/carers drop off and collect pupils from wrap around care at a safe distance.</li> <li>• Only one parent or carer is permitted to drop off and collect children.</li> <li>• Wrap around provision group form a consistent in-school bubble which is maintained throughout the school day, they are not mixed across the in-school bubbles.</li> <li>• OOSC staffing is reduced to reflect reduced numbers of pupils and to further reduce number of contacts within the group.</li> <li>• OOSC provision organised into smaller sub-groups, which are distanced from other smaller sub-groups within the setting.</li> <li>• Resources are shared within bubble, but not with other bubbles in school.</li> <li>• Personal resources (eg. pens and pencils) are provided.</li> <li>• First aid procedures above, apply.</li> <li>• Regular handwashing is timetabled throughout the wraparound sessions.</li> <li>• Good respiratory hygiene is promoted at all times.</li> <li>• Wrap around care space is cleaned thoroughly before use each day.</li> <li>• Frequently touched services are cleaned regularly throughout the day.</li> <li>• Wrap around care space is well ventilated by opening windows to provide background ventilation and opening windows further during pupil breaks and lunchtimes.</li> </ul>				
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<p><b>Staff Wellbeing</b></p> <ul style="list-style-type: none"> <li>- anxiety</li> <li>- feelings of isolation</li> <li>- increased workload</li> </ul>	<p>Staff at home and in school</p>	<ul style="list-style-type: none"> <li>• Staff health and well-being surveyed before deployment.</li> <li>• Regular check-ins with all staff regarding mental health and well-being (group and individual).</li> <li>• Individual risk assessments created for staff members with individual needs or high levels of anxiety.</li> <li>• Open door approach by leadership to support staff team through this time.</li> <li>• Regular staff meetings (all staff invited) to enjoy social connection and to iron out difficulties and problems faced.</li> <li>• Professional development opportunities for staff to continue.</li> <li>• Regular check-ins with staff regarding workload and solutions sought.</li> <li>• Marking systems in place as part of remote learning are manageable for staff and effective for pupils.</li> <li>• Scheduled lunch and break times, away from their designated bubbles are enforced for staff in school.</li> <li>• PPA and NQT time maintained for teachers working from home. Provision for independent learning in place for these times.</li> <li>• In school offer and remote learning offered is the same.</li> </ul>	<p>Medium (Moderate harm, unlikely)</p>	<ul style="list-style-type: none"> <li>• Promotion of the Thinkwell service to staff as and when required.</li> <li>• Access to online wellbeing support networks for school staff shared via email and staff bulletin boards.</li> <li>• Opportunity and spaces provided in school for remote learning team to work in school if required.</li> <li>• Preparation time allocated for members of in-school staff team.</li> </ul>		<p>Low (Moderate harm, highly unlikely)</p>
<p><b>Pupil and Parent Wellbeing</b></p> <ul style="list-style-type: none"> <li>- anxiety</li> </ul>	<p>Pupils required to remain at home for the</p>	<ul style="list-style-type: none"> <li>• Where possible, elements of video conferencing will be included in remote learning provision in order to maintain social interaction during the lockdown.</li> </ul>	<p>Medium (Moderate harm, unlikely)</p>	<ul style="list-style-type: none"> <li>• Resources signposted to support children’s mental health throughout the lockdown.</li> </ul>		<p>Low (Moderate harm, highly unlikely)</p>

<ul style="list-style-type: none"> <li>- feelings of isolation</li> <li>- financial pressures</li> <li>- educational disadvantage</li> <li>- increased pressure and workload for parents</li> </ul>	<p>period of the National lockdown</p>	<ul style="list-style-type: none"> <li>• Open door policy for parents to contact teachers and school to share concerns regarding pupils wellbeing and mental health.</li> <li>• All classes to utilise MS Teams to message and feel part of the whole-class group.</li> <li>• Minimum of 3 hours high-quality learning provided for KS1 and 4 hours for KS2 daily. Lessons are teacher-led and follow the school's planned curriculum.</li> <li>• All learners without access to ICT and internet supported to engage through loaning ICT equipment and free mobile data schemes.</li> <li>• All children entitled to FSM, working at home provided with food parcels or vouchers for the period of the lockdown.</li> <li>• Listening ear available in school for all parents struggling with the demands of home learning. Regularly promoted through school communications.</li> </ul>		<ul style="list-style-type: none"> <li>• Maintain HOPE and counselling provision remotely for pupils in need of this during lockdown.</li> </ul>		
<p><b>Remote Learning</b></p> <ul style="list-style-type: none"> <li>- safeguarding and child protection</li> <li>- DSE</li> </ul>	<p>Pupils required to remain at home for the period of the local lockdown are potentially at greater risk of harm as a result of increased</p>	<ul style="list-style-type: none"> <li>• All pupils with an EHCP or a social worker encouraged to attend school full-time throughout the national lockdown.</li> <li>• Any pupils identified by school as vulnerable or at risk of harm as a result of the lockdown invited to attend school full-time.</li> <li>• Daily check-ins completed with all pupils and families through the remote learning.</li> </ul>	<p>High (Risk of harm/ unlikely)</p>	<ul style="list-style-type: none"> <li>• Regular reminders through school regarding support for parents/carers wellbeing during the National lockdown.</li> <li>• Parents/carers encouraged to contact school if they are in need.</li> <li>• Regular social contact with parents/carers through phone-calls home and messages of support.</li> </ul>		<p>Medium (Risk of harm/ highly unlikely)</p>

	<p>familial pressure and reduced contact with school and outside agencies.</p> <p>Staff required to work from home, spending prolonged time on computers.</p>	<ul style="list-style-type: none"> <li>• Procedure for staff to call DSL in school to report any concerns from remote learning and daily check-ins.</li> <li>• DSL to complete regular safe and well checks with vulnerable families who remain at home, these are a mix of phone-calls and face to face visits (in PPE).</li> <li>• Free school meals vouchers provided to families.</li> <li>• ICT equipment offered to vulnerable families, this includes all necessary filters and safeguards for use at home.</li> </ul>	<p>Medium (Risk of harm/ highly unlikely)</p>	<ul style="list-style-type: none"> <li>• Emergency support fund available to support families for a limited period.</li> <li>• Pro-active referrals to Tier 2 and Tier 3 support services.</li> <li>• All remote learning staff to complete DSE assessment.</li> <li>• Leaders to share DSE best-practice guide to support staff in setting up a good work-space.</li> <li>• Space offered in school to work for those who need it.</li> </ul>		<p>Low (Moderate harm, highly unlikely)</p>
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**This Risk Assessment should be read in conjunction with the following specific RA areas:**

Manual Handling	DSE	Hazardous Substances	Fire	Work Equipment	Stress	Individual RA	Covid-19 RA
	✓	✓	✓		✓	✓	

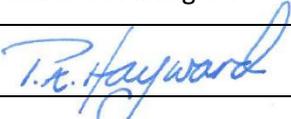
## Risk Rating

The risk rating is used to prioritise the action required.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

## Assessment

Signature of Assessor(s):	Charlotte Pilkington	<b>Previous Versions:</b> <b>v1:</b> July 2020 – Paul Hayward (14.07.2020) <b>v2:</b> September 2020 Reviewed - Paul Hayward <b>v3:</b> November 2020 Reviewed for November lockdown – Charlotte Pilkington (05.11.2020) <b>v4:</b> January 2021 Reviewed to reflect National Lockdown with partial school closure (06.01.21)
Signature of Approver:		
Role:	CEO – Mid Trent MAT	
Date Assessed:	06.01.2021	

**Review:** RA to be reviewed at least annually and communicated to staff. Any major incidents or significant changes to hazards will require a new risk assessment to be completed earlier than scheduled.