



## Delivering Education during National Lockdown Covid-19 Pandemic

STATUS: School open to all children

**Effective 8<sup>th</sup> March 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><b>UPDATE:</b> There are multiple new variants of COVID-19 locally</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 can attend school and are required to follow the system of controls in place.</li> <li>• Pregnant staff members are required to have individual RA completed before returning to work.</li> <li>• All CEV staff and those in receipt of a current shielding letter are advised not to attend the workplace.</li> </ul>	<p>High (Risk of serious harm is unlikely).</p>	<ul style="list-style-type: none"> <li>• All staff to complete daily contact cards to identify any contacts outside of their designated bubble.</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>• All staff are engaged in the lateral flow testing twice-weekly.</li> </ul>		<p>High (Risk of serious harm is unlikely).</p>

<p>and these are significantly more transmissible. We are currently in a period of high coronavirus (Covid-19) prevalence in the community.</p>		<ul style="list-style-type: none"> <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>• Pupils are organised into class sized consistent groups with limited staff members working within each bubble.</li> <li>• Bubbles are kept 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 moving around the site maintain 2m+ social distance at all times and wear a face covering when moving outside of their designated bubble, inc. in staff rooms and toilet areas.</li> <li>• Lunchtimes are staggered across the school to reduce contact between bubbles.</li> <li>• Staffroom access is limited and face masks should be worn at all times.</li> <li>• The number of pupils entering and exiting the school via the same entrance is reduced and limited to specific bubbles.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• A procedure of sanitise in and sanitise out is operational in all rooms within the</li> </ul>				
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		<p>school and when pupils arrive and leave school.</p> <ul style="list-style-type: none"> <li>• Time is allocated within the school day for regular hand-washing for each bubble.</li> <li>• Staff members are to avoid entering different bubbles at any time. MS Teams should be used across bubbles if face to face communication is required.</li> <li>• Where movement of staff between bubbles is necessary for the effective running of the school and to ensure a broad and balanced curriculum, individual risk assessments will be completed.</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 class bubbles are 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 only permitted in instances where an alternative method is not in the best interests of the child.</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> </ul>				
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		<ul style="list-style-type: none"> <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> <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>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 sites.</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. Face masks are required for all</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).

		parents (children in Year 7 or above) upon entry to site.				
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		<p>the return to recreational sport framework are permitted.</p> <ul style="list-style-type: none"> <li>• Staff avoid face to face contact with pupils in bubble and should work side by side if supporting pupils.</li> <li>• Outdoor learning activities are encouraged and regular outdoor play is timetabled for all groups.</li> <li>• No visitors are permitted to enter class bubbles at this time.</li> </ul>				
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<p>significantly more transmissible. We are currently in a period of high coronavirus (Covid-19) prevalence in the community.</p>		<p>assessment for managing exposure to COVID-19.</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><b>UPDATE:</b> There are multiple new variants of COVID-19 locally and these are significantly more transmissible.</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> </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>• Lunchtime staff to use the bubble’s assigned First Aid kit.</li> </ul>	<p>Medium (Risk of serious harm, highly unlikely).</p>

<p>We are currently in a period of high coronavirus (Covid-19) prevalence in the community.</p>		<ul style="list-style-type: none"> <li>• If CPR is required, designated staff member to phone an ambulance and use compression CPR only until the ambulance arrives.</li> <li>• If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</li> </ul>			
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> <li>• Designated staff member assigned to support pupils removed from bubble with Covid-19 symptoms until their parent/carer arrives.</li> <li>• Windows in isolation rooms opened upon use 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>• Designated staff member trained in correct wearing of PPE.</li> </ul>	<p>High (Risk of serious harm, unlikely).</p>		<p>High (Risk of serious harm, unlikely).</p>
	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<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>	<p>Medium (Risk of serious harm, highly unlikely).</p>		<p>Medium (Risk of serious harm, highly unlikely).</p>
<p><b>Wrap around care Exposure to COVID-19</b></p>	<p>Pupils, staff and parents who use the</p>	<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</li> </ul>	<p>High (Risk of serious harm, unlikely).</p>		<p>High (Risk of serious harm, unlikely).</p>

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		windows further at the end of the session.				
<b>Staff Wellbeing</b> - anxiety - feelings of isolation - working in ventilated areas during the winter.	Staff in school	<ul style="list-style-type: none"> <li>Staff health and well-being a continual topic of discussion in school. Staff are informed of measures put in place to ensure their safety and are consulted about changes which are made.</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>Scheduled lunch and break times, away from their designated bubbles are enforced for staff in school.</li> <li>PPA and NQT time maintained.</li> </ul>	Medium (Moderate harm, unlikely)	<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>		Low (Moderate harm, highly unlikely)
<b>Pupil and Parent Wellbeing</b> - anxiety - feelings of isolation - learning in ventilated areas	Pupils in school.	<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 embed time to talk within daily reflection time.</li> <li>Time to talk sessions and HOPE counselling sessions to be maintained for those in need, sessions completed in PPE</li> </ul>	Medium (Moderate harm, unlikely)	<ul style="list-style-type: none"> <li>Resources signposted to support children's mental health throughout the lockdown.</li> <li>Maintain HOPE and counselling provision remotely for pupils in need of this during lockdown.</li> </ul>		Low (Moderate harm, highly unlikely)

<b>during the winter.</b>		and at 2m+ distance. Individual RA for pupils and staff completing this activity completed.				
<b>Feeling cold as a result of increased ventilation during winter months.</b>	Pupils and staff working in ventilated areas.	<ul style="list-style-type: none"> <li>• High level windows should be opened in cold weather in preference to low level to reduce draughts.</li> <li>• Ventilation increased (opening windows and doors fully when spaces are unoccupied).</li> <li>• Staff and pupils invited to wear additional layers of clothing to keep warm.</li> <li>• Furniture in classrooms rearranged to avoid direct draughts.</li> </ul>		•		

**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) <b>v5:</b> March 2021 Reviewed to reflect return of all pupils to school on 08.03.2021.
Signature of Approver:		
Role:	CEO – Mid Trent MAT	
Date Assessed:	24.02.2021	

**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.