



Delivering Education during National Lockdown Covid-19 Pandemic

STATUS: School open to all children

Effective 21st June 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>Exposure to COVID-19</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>UPDATE: 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"> • Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school. • 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. • 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. • CV staff can attend school and are required to follow the system of controls in place. • Pregnant staff members are required to have individual RA completed before returning to work. • All CEV staff and those in receipt of a current shielding letter are advised not to attend the workplace. 	<p>High (Risk of serious harm is unlikely).</p>	<ul style="list-style-type: none"> • Action new guidance to ensure staff and pupil safety as soon as possible. • LOC team advice sought and followed as necessary. • Regular communication through school newsletters about LFD and PCR testing. • Office staff have good knowledge about testing and advise parents/carers accordingly. 	<p>17.05.2021</p>	<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"> • All staff and parents encouraged to engage in the lateral flow testing twice-weekly. • Pupils wellbeing is paramount and supported in bubble by the in-school staff team. • School actively engages with Test and Trace services locally and nationally. • Procedure in place to contact the LOC team in the event of positive case in school. • School leaders have awareness of the LOC plan. • Pupils are organised into class sized consistent groups with limited staff members working within each bubble. • Bubbles are kept separated at every point in the school day, including indoors at lunchtimes. • Bubbles work in different classrooms and no indoor social spaces are shared between groups. • Adults moving around the site maintain 2m+ social distance at all times. • Adults in school, wear a face covering when entering a different bubble and when moving around the school building when a 2m distance can not be maintained. • Lunchtimes are staggered across the school to reduce contact between bubbles. • Staffroom access is limited and 2m distance is maintained. 				
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		<ul style="list-style-type: none"> • The number of pupils entering and exiting the school via the same entrance is reduced and limited to specific bubbles. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • A procedure of sanitise in and sanitise out is operational in all rooms within the school and when pupils arrive and leave school. • Time is allocated within the school day for regular hand-washing for each bubble. • Staff members are to avoid entering different bubbles where possible. Teams and/or 2m+ distanced conversations should be used across bubbles if face to face communication is required. • 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. • 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. • Enhanced cleaning of frequently touched surfaces is in place. • All rooms used by class bubbles are cleaned at the end of every school day. • All bins have lids, are pedal operated, closed when not in use and emptied regularly. • Visitors to the school are limited and only permitted in instances where an 				
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		<p>alternative method is not in the best interests of the child.</p> <ul style="list-style-type: none"> • All logistical decisions have been made to reduce the number of possible contacts. • Clear signage is in place across the school which promoted good hand hygiene and social distancing. • High stock levels of essential cleaning supplies, soap, hand sanitiser and tissues are maintained in school. • COSHH assessments are completed for hand sanitiser and cleaning products in use. • All staff (in school and out of school) are aware of this risk assessment and the prevention measures in place to reduce transmission. • This risk assessment is shared with pupils and parents through the school website and key points are regularly reiterated through newsletters and communications. 				
<p>Exposure to COVID-19</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</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"> • Start and finish times OR entrances and exits staggered to keep bubbles apart as they arrive and leave school sites. • All pupils sanitise upon entry and exit. • Dedicated school transport arrangements and plans revised, the one metre plus approach will not apply on dedicated school transport. • Parents, staff and pupils encouraged to walk or cycle to school. • Extra-curricular activities and off-site visits are permitted at this time, however risk assessments for extra-curricular activities and educational visits include 	<p>High (Risk of serious harm, unlikely).</p>	<ul style="list-style-type: none"> • All pupils required to be collected from school by parent/carer to ensure social distancing whilst walking home. • Parents and carers asked to wash pupils' hands before and after school. 		<p>Medium (Risk of serious harm, highly unlikely).</p>

<p>survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>		<p>assessment of whether activities can be undertaken safely, inc. maintaining consistent groups and ensuring control measures required can be implemented effectively off site.</p> <ul style="list-style-type: none"> • Staff and pupils follow correct procedure for removing face coverings. • Parents/carers to maintain 2m+ distancing at drop off and collection. This is communicated regularly and enforced by all staff. • One-way system in place for parents/carers upon drop off and collection. Face masks are required for all parents (children in Year 7 or above) upon entry to site. 				
<p>Exposure to COVID-19</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</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"> • One-way circulation routes in operation in busy corridors and passing places. These are understood common practice for staff and pupils. • Designated spaces assigned to in-school bubbles. • Where spaces are shared (eg. dining halls), spaces are cleaned thoroughly between groups. • Rooms are accessed from outside, wherever possible. • Class bubbles are organised to reduce transmission. Pupils are spaced as far apart as possible, forward-facing and in consistent groups. • Designated spaces are clutter-free and unnecessary or hard to clean items have been removed. • Staff and pupils only bring essential equipment into school. 	<p>High (Risk of serious harm, unlikely).</p>	<ul style="list-style-type: none"> • Each school to carry out full Summer term fire-drill by 28.05.2021. 		<p>High (Risk of serious harm, unlikely).</p>

<p>moisture content and temperature).</p> <p>UPDATE: There are multiple new variants of COVID-19 locally 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"> • Thorough cleaning of rooms at end of the day. • 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. • No non-essential visitors on site at any time and for essential visitors access to building is strictly controlled and approved by the Headteacher. • Fire safety procedures have been revised to effectiveness, maintain distancing and organisational changes do not compromise evacuation routes and fire evacuation procedures. 			
<p>Exposure to COVID-19</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</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • Consistent class bubbles of pupils and staff maintained. • Timetabling and school organisation keeps different groups apart and minimises movement around the school building for pupils and staff. • Staff accompany pupils when moving around the school site. • Singing and other musical activities permitted within bubble in line with published guidance. • Older pupils encouraged to keep their distance within bubbles. • Designated spaces within school assigned to specific bubbles. • Shared indoor spaces (eg. dining halls) are thoroughly cleaned between groups. • Staff maintain 2m social distance from other adults at all times, inc. within class bubbles. 	<p>High (Risk of serious harm, unlikely).</p>		<p>High (Risk of serious harm, unlikely).</p>

<p>moisture content and temperature).</p> <p>UPDATE: There are multiple new variants of COVID-19 locally 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"> • When entering a different bubble for any reason, 2m+ distance is maintained and a face covering is worn for the duration. • Sharing of stationery discouraged through ensuring all learners have their own personal equipment. • Sharing of resources across bubbles discouraged at this time, however if necessary for effective education resources are left for 72 hours OR cleaned thoroughly before use in a different bubble. • Where possible actions taken for behaviour management will not involve touching a pupil. • Physical activity – Indoor and outdoor sports are permitted. When indoors, spaces are ventilated and children are taught in their own class bubbles. • Staff avoid face to face contact with pupils in bubble and should work side by side if supporting pupils. • Outdoor learning activities are encouraged and regular outdoor play is timetabled for all groups. • Visitors are only permitted to enter class bubbles at this time where failing to do so would not be in the best interests of the child. 			
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing</p>	<ul style="list-style-type: none"> • Breaks staggered to limit numbers in corridors and circulation routes. • Lunch times staggered and pupils wash hands and enter lunch areas in their group. • Where possible, individual toilets and sinks are allocated to each bubble to 	<p>Medium (Risk of serious harm, highly unlikely).</p>		<p>Medium (Risk of serious harm, highly unlikely).</p>

<p>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>UPDATE: There are multiple new variants of COVID-19 locally and these are significantly more transmissible. We are currently in a period of high coronavirus (Covid-19) prevalence in the community.</p>	<p>spaces and equipment.</p>	<p>avoid surface transfer of the virus between groups.</p> <ul style="list-style-type: none"> • Staff room use is staggered and limited. Staff expected to wear face masks when using shared spaces, eg. staff rooms. • Storerooms and cupboards accessed by one person at a time. • Outdoor play equipment is assigned to each group and not shared between groups. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment is cleaned before and after use. • Contractors delivering services using school facilities, such as catering, and cleaning provide copies of their risk assessment for managing exposure to COVID-19. 				
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p>	<p>Staff and pupils.</p> <p>Transmission may occur when providing personal or intimate care and when</p>	<ul style="list-style-type: none"> • Designated member of staff in appropriate PPE assigned to provide close-contact care to pupils with Covid-symptoms. • Designated member of staff in appropriate PPE assigned to provide personal or intimate care to pupils as part of individual RA. • Basic first aid to be completed by staff within each bubble. PPE provided to 	<p>Medium (Risk of serious harm, highly unlikely).</p>	<ul style="list-style-type: none"> • Review the range of basic first aid treatments that can be managed by bubble-staff and maintain appropriate first-aid kits within each bubble. • Lunchtime staff to use the bubble’s assigned First Aid kit. 		<p>Medium (Risk of serious harm, highly unlikely).</p>

<p>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>UPDATE: There are multiple new variants of COVID-19 locally and these are significantly more transmissible. We are currently in a period of high coronavirus (Covid-19) prevalence in the community.</p>	<p>offering First Aid.</p>	<p>protect staff member and pupil from close contact.</p> <ul style="list-style-type: none"> • 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. • Stocks of PPE maintained in school at all times including disposable gloves, disposable apron, surgical mask and face shield. • Designated staff member to clean work area, remove and dispose of PPE and wash hands thoroughly after providing care. • Designated staff members supported to wear PPE correctly. • Care plans reviewed to reduce close contact through personal care wherever possible. • If CPR is required, designated staff member to phone an ambulance and use compression CPR only until the ambulance arrives. • If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 				
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct</p>	<ul style="list-style-type: none"> • Designated staff member assigned to support pupils removed from bubble with Covid-19 symptoms until their parent/carer arrives. • Windows in isolation rooms opened upon use to increase ventilation within the room. • Designated staff member maintains 2m distance from pupil wherever possible. 	<p>High (Risk of serious harm, unlikely).</p>			<p>High (Risk of serious harm, unlikely).</p>

	personal care until they return home.	<ul style="list-style-type: none"> Designated staff member to wear PPE (inc. surgical mask, face shield, disposable apron and gloves). Designated staff member trained in correct wearing of PPE. 				
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> Medicines not to be administered by staff in school if at all possible. If absolutely necessary, supervising staff member to maintain 2m social distance if medicine is necessary within school time. Supervising staff member to wear a surgical face mask, face shield and disposable gloves when supporting administration of medicine in school. 	Medium (Risk of serious harm, highly unlikely).			Medium (Risk of serious harm, highly unlikely).
<p>Wrap around care Exposure to COVID-19</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</p>	Pupils, staff and parents who use the OOSC provision.	<ul style="list-style-type: none"> 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. Parents/carers drop off and collect pupils from wrap around care at a safe distance and wearing face coverings. Only one parent or carer is permitted to drop off and collect children. Indoors, the OOSC provision is organised into smaller sub-groups (which reflect class bubbles in school), which are distanced 2m+ from other smaller sub-groups within the setting. Outdoors, the OOSC permits children to mix in groups of less than 30 in line with Government guidance for outdoor meeting from 17.05.2021. 	High (Risk of serious harm, unlikely).			High (Risk of serious harm, unlikely).

<p>moisture content and temperature).</p> <p>UPDATE: There are multiple new variants of COVID-19 locally 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"> • OOSC staff maintain 2m+ distance whenever possible, and particular with older children. • OOSC staff wear face coverings when indoors. • Resources are not shared within 72 hours between sub-groups. • Personal resources (eg. pens and pencils) are provided. • First aid procedures above, apply. • Regular handwashing is timetabled throughout the wraparound sessions. • Good respiratory hygiene is promoted at all times. • Wrap around care space is cleaned thoroughly before and after use each day. • Frequently touched services are cleaned within the wraparound session. • Wrap around care space is well ventilated by opening windows to provide background ventilation and opening windows further at the end of the session. 				
<p>Staff Wellbeing</p> <ul style="list-style-type: none"> - anxiety - feelings of isolation - working in ventilated areas during the winter. 	<p>Staff in school</p>	<ul style="list-style-type: none"> • 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. • Regular check-ins with all staff regarding mental health and well-being (group and individual). • Individual risk assessments created for staff members with individual needs or high levels of anxiety. 	<p>Medium (Moderate harm, unlikely)</p>	<ul style="list-style-type: none"> • 		<p>Low (Moderate harm, highly unlikely)</p>

		<ul style="list-style-type: none"> • Open door approach by leadership to support staff team through this time. • Regular staff meetings (all staff invited) to enjoy social connection and to iron out difficulties and problems faced. • Professional development opportunities for staff to continue. • Scheduled lunch and break times, away from their designated bubbles are enforced for staff in school. • PPA and NQT time maintained. • Promotion of the Thinkwell service to staff as and when required. • Access to online wellbeing support networks for school staff shared via email and staff bulletin boards. 				
Pupil and Parent Wellbeing <ul style="list-style-type: none"> - anxiety - feelings of isolation - learning in ventilated areas during the winter. 	Pupils in school.	<ul style="list-style-type: none"> • Open door policy for parents to contact teachers and school to share concerns regarding pupils wellbeing and mental health. • All classes to embed time to talk within daily reflection time. • Time to talk sessions and HOPE counselling sessions to be maintained for those in need, sessions completed in PPE and at 2m+ distance. Individual RA for pupils and staff completing this activity completed. • Resources signposted to support children’s mental health throughout the lockdown. 	Medium (Moderate harm, unlikely)			Low (Moderate harm, highly unlikely)

		<ul style="list-style-type: none"> • Maintain HOPE and counselling provision remotely for pupils in need of this during lockdown. 				
Feeling cold as a result of increased ventilation during winter months.	Pupils and staff working in ventilated areas.	<ul style="list-style-type: none"> • High level windows should be opened in cold weather in preference to low level to reduce draughts. • Ventilation increased (opening windows and doors fully when spaces are unoccupied). • Staff and pupils invited to wear additional layers of clothing to keep warm. • Furniture in classrooms rearranged to avoid direct draughts. 		<ul style="list-style-type: none"> • 		
Transition Activities	Pupils of the school, pupils moving to the school in September - currently accessing other settings, Staff	<ul style="list-style-type: none"> • All of the above prevention measures remain in place throughout transition activities, included but not limited to: • Sanitising in and out of school and classrooms • Frequent hand washing • Tissues available on each table to ensure 'catch it, bin it, kill it' • Consistent bubbles (for the 2 days) • Staff consistent and maintain 2m distance wherever possible from children. • Older pupils encouraged to maintain social distance, where possible. • Staggered lunchtimes in separate, designated spaces within school. • One way system in place along school corridor to avoid cross over. 		<ul style="list-style-type: none"> • Risk Assessment contents to be communicated to new parents/carers. • Staggered start times to be set for new parents. 		

		<ul style="list-style-type: none"> • Enhanced cleaning measure in place during lunchtime and at the end of the school day. • Staggered start and finish times. • Visitors and parent/carers to wear masks on site. • No admittance for children displaying any common symptoms of Covid-19 • Encouragement of all parents/carers to complete Lateral Flow Tests • All staff to undertake additional LFT during transition. • Designated space in school for children to be removed to if displaying any symptoms of Covid-19. • Parents/Carers called and immediately required to pick up in this instance. • Children who are new to the school to bring own stationary items for use in school. • Parents of children who are new to the school offered lateral flow tests, to be completed prior to Day 1 of transition. • Outdoor learning encouraged. 				
Y6 Presentation Picnic	Year 6 Pupils, Staff and parents	<ul style="list-style-type: none"> • All Covid prevention measures listed above to remain in place for the duration of the event. • The event will take place wholly outside, with families distanced at least 2m. • Picnic blankets sent in advance to allow for adequate spacing to be planned. 		<ul style="list-style-type: none"> • Communication relevant section of this RA to participants prior to and at the start of the event. 		

		<ul style="list-style-type: none"> • Learners and families sit together in household bubbles. • Multiple groups of 30 are permitted outside under current guidance. • Families to sanitise in and out of the event. • Handwashing facilities available for all throughout the event. • Communication not to attend if any person is displaying symptoms of Covid-19. • All families encouraged to take lateral flow tests prior to attendance. • Parents/ carers (over the age of 11) to wear masks on entry and exit from the event. • Event to last for approx. 1 hour and parents/carers encouraged to leave the site promptly upon conclusion of the event. • Staff to maintain min of 2m+distance from families. • Families to bring own food/ resources for picnic. 				
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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
	✓	✓	✓		✓	✓	

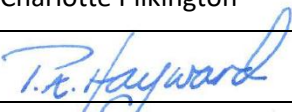
Risk Rating

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	Previous Versions: v1: July 2020 – Paul Hayward (14.07.2020) v2: September 2020 Reviewed - Paul Hayward v3: November 2020 Reviewed for November lockdown – Charlotte Pilkington (05.11.2020) v4: January 2021 Reviewed to reflect National Lockdown with partial school closure (06.01.21) v5: March 2021 Reviewed to reflect return of all pupils to school on 08.03.2021. v6: May 2021 Reviewed to reflect guidance changes on 10.05.2021
Signature of Approver:		
Role:	CEO – Mid Trent MAT	
Date Assessed:	16.05.2021	

		v7: June 2021 Reviewed to include planned transition activities and Y6 Presentation Picnic events
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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.