



Delivering Education during National Lockdown Covid-19 Pandemic

STATUS: School open to all children

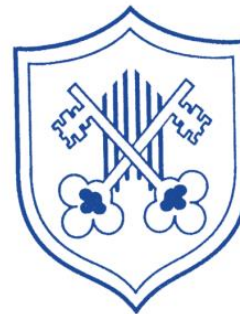
Effective: Monday 4th October 2021 following recommendations from Staffordshire LOC Team as a result of increased prevalence rates in school age children within the locality.



St Andrew's CE Primary
School



Colwich CE Primary School



St Peter's CE Primary School



Flourish Early Education @
St. Peter's CE Primary School

St. Peter's Church of England Primary School

'Opening Doors with Learning, Faith and Care'

Guidance Document: School's Covid-19 Operational Guidance July 2021

National Control Measures in Place:

1. **Ensure good hygiene for everyone.**
2. **Maintain appropriate cleaning regimes.**
3. **Keep occupied spaces well ventilated.**
4. **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.** *Current local advice is that if children/adults are generally unwell they should get a PCR test before attending school and that the siblings/offspring of confirmed positive cases should stay at home to reduce the spread of the infection in schools.*

Local Recommended Control Measures in Place as a result of high prevalence levels in Stafford area shared 29.09.2021:

- a. **Minimise the number of potential contacts for children and staff.** This includes: organising learners and staff into consistent groups, maintaining these groups across all school-based activities where possible, restricting non-essential visitors to the school; not holding whole-school events eg. worship; staggering flow of children and adults in busy areas of the school site.

What are the hazards?	Who might be harmed and how?	What are you already doing? <small>List the control measures already in place</small>	Action Completed <small>State the date completed and sign.</small>	What is the risk rating now – H, M, L? <small>See Section 5</small>
Exposure to COVID-19 through close contact with an affected person in school.	Everyone on site. General transmission may occur: Through close contact between	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms do not attend school until a negative PCR test is received. • Anyone who feels generally unwell should not attend school until a negative PCR test is received. • Pupils who have a household member that has tested positive for Covid-19 are advised to stay at home and take a PCR test before returning to school. • Double-vaccinated staff and volunteers who are household contacts of someone who has tested positive for Covid-19 are permitted in school, but complete daily lateral flow tests for the period of the contacts isolation and take a confirmatory PCR test immediately and again, approx. 72 hours into isolation period. 	29.09.2021	High (Risk of serious harm is unlikely).

	<p>colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Pupils and staff identified as close contacts of a positive case in school, but not someone in their household, are advised to take a PCR test and may return to school whilst awaiting results providing they feel generally well and have returned a negative lateral flow test. • 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 and CEV staff can attend school and are required to follow the system of controls in place. Individual risk assessments are completed. • Pregnant staff members are individually risk assessed. • All staff and parents encouraged to engage in the lateral flow testing a minimum of 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 multiple positive cases in school. • Pupils are organised into consistent groups with consistent staff members working within each bubble as far as is practical. • Bubbles are kept separated at every possible point in the school day, including breaktimes, lunchtimes and in extra-curricular activities. • Bubbles (which may include more than one class/ year group) work in different classrooms and no indoor social spaces are shared between groups. • Playground spaces are allocated to different bubbles for break and lunchtime play. • Adults moving around the site maintain 2m+ social distance at all times. • Visitors to school are asked to wear a face covering at all times on the school site. • School staff and volunteers are asked to wear a face covering if they need to enter another bubble for any reason and when moving around the school building where a 2m distance can not be maintained. • Staffroom access is limited to bubble groups. • The number of pupils entering and exiting the school at the start and end of the school day is controlled. • Parents/carers are asked to maintain 2m social distance on collection and drop off. • All pupils and staff sanitise their hands when they enter and leave each room and when entering or exiting the school building. • 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. 		
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	<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"> • One-way systems, staggering and adequate spacing at collection and drop off times are implemented on a site-specific basis to reduce the number of contacts between bubbles. • 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 assessment of whether activities can be undertaken safely, inc. maintaining consistent groups and ensuring control measures required can be implemented effectively off site. • 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. 		Medium (Risk of serious harm, highly unlikely).
Exposure to COVID-19 through close contact in specific curriculum activities.	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • 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. • Shared indoor spaces (eg. dining halls) are thoroughly cleaned between groups. • Physical activity – Indoor and outdoor sports are permitted. When indoors, spaces are ventilated and children are taught in their own 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. 	29.09.2021	High (Risk of serious harm, unlikely).
Exposure to COVID-19 through sharing school spaces and resources.	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Breaks staggered to limit numbers in corridors and circulation routes. • Shared resources, necessary for delivery of a broad and balanced curriculum, are permitted. Pupils should sanitise their hands before use and, where possible, resources are cleaned after use or isolated for a period of 48-72 hours. • Lunch times staggered and pupils wash hands and enter lunch areas in their bubble. • Staff room use is staggered and limited. • 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. 	29.09.2021	Medium (Risk of serious harm, highly unlikely).

		<ul style="list-style-type: none"> Contractors delivering services using school facilities, such as catering, and cleaning provide copies of their risk assessment for managing exposure to COVID-19. 		
Exposure to COVID-19 when providing First Aid, Intimate Care, Administering Medication	<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"> Designated member of staff in appropriate PPE assigned to provide close-contact care to pupils with Covid-symptoms. Basic first aid to be completed by staff within each bubble. PPE provided to protect staff member and pupil from close contact. 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. 	29.09.2021	Medium (Risk of serious harm, highly unlikely).
	<p>Staff</p> <p>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"> 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. Designated staff member to wear PPE (inc. surgical mask, face shield, disposable apron and gloves). Designated staff member trained in correct wearing of PPE. 	29.09.2021	High (Risk of serious harm, unlikely).
	<p>Staff and pupil.</p> <p>Transmission may occur when staff</p>	<ul style="list-style-type: none"> Medicines not to be administered by staff in school if at all possible. If necessary, supervising staff member to maintain 2m social distance if medicine is necessary within school time. 	29.09.2021	Medium (Risk of serious harm, highly unlikely).

	administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> Supervising staff member to wear a surgical face mask, face shield and disposable gloves when supporting administration of medicine in school. 		
Exposure to COVID-19 through close contacts within wraparound care/ extra-curricular activities.	Pupils, staff and parents who use the OOSC provision or who access extra-curricular activities.	<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/ extra-curricular activities maintain social distance. 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. OOSC staff maintain 2m+ distance whenever possible, and particular with older children. Extra-curricular activities are planned and organised to maintain the integrity of school bubbles. First aid procedures above, apply. Regular handwashing is timetabled throughout wraparound and extra-curricular activity 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/ extra-curricular activity spaces are well ventilated by opening windows to provide background ventilation and opening windows further at the end of the session. 	29.09.2021	High (Risk of serious harm, unlikely).
Negative impact of working in isolation on staff mental health and wellbeing. - anxiety - feelings of isolation - working in ventilated areas	Staff in school	<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. Open door approach by leadership to support staff team through this time. Regular virtual staff meetings (all staff invited) to enjoy social connection and to iron out difficulties and problems faced. Professional development opportunities for staff to continue. 	29.09.2021	Low (Moderate harm, highly unlikely)

during the winter.		<ul style="list-style-type: none"> 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. 		
Negative impact of reducing social interaction on pupil and parent mental health and wellbeing - anxiety - feelings of isolation - learning in ventilated areas during the winter.	Pupils in school and parents/carers.	<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. Maintain HOPE and counselling provision remotely for pupils in need of this during lockdown. 	29.09.2021	Low (Moderate harm, highly unlikely)
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. 	29.09.2021	

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
		✓				✓	

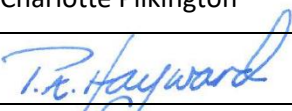
Risk Rating

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 v7: June 2021 Reviewed to allow for Educational visits and transition events. v8: September 2021 Reviewed in line with School's Covid-19 Operational Guidance July 2021 v9: October 2021 Reviewed in line with recommendations from Staffs LOC Team as a result of increased prevalence rates in school age children within the locality.
Signature of Approver:		
Role:	CEO – Mid Trent MAT	
Date Assessed:	29.09.2021	