



Delivering Education during National Lockdown Covid-19 Pandemic

STATUS: School open to all children

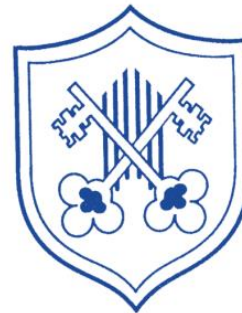
Effective: Tuesday 14th December in response to Plan B



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 Updated 14.12.2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040615/2021211_Schools_guidance.pdf

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 national advice is for all identified close contacts (age 5+) complete 7 days of lateral flow testing following contact with a PCR test on/around day 2. Current local advice is that household contacts are requested to isolate for the duration of the positive cases isolation period.*

Additional Measures in place as a result of increased prevalence of Covid 19 locally (corresponds with local outbreak management plan):

- 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? List the control measures already in place	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Exposure to COVID-19 through close contact with an affected person in school.	Everyone on site. General transmission may occur: Through close contact	<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 should stay at home if at all possible. If they return to school, they must complete daily lateral flow tests for the period of the contacts 	14.12.2021	High (Risk of serious harm is unlikely).

	<p>between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>isolation and take a confirmatory PCR test immediately and again, approx. 72 hours into isolation period.</p> <ul style="list-style-type: none"> • Pupils and vaccinated staff identified as close contacts of a positive case in and out of school, but not someone in their household, are advised to take daily lateral flow tests for 7 days, and take a PCR test on day 2, following contact. They may come to school whilst awaiting results, providing they feel generally well and have returned daily negative lateral flow tests. • If a close contact is under 5 or if they are unable to take daily LFTs for any reason, parents/carers will work with the school to agree a practical and appropriate response eg. agreed that the family will test around the child as a preventative measure. • If a staff member is identified in school or via NHS Test and Trace as a close contact and is not vaccinated (2 doses of Covid vaccine) they must isolate for 10 days following last contact. • If a close contact has had COVID-19 in the last 90 days they are advised to take daily lateral flow tests for 7 days, but do not need to take a PCR test on day 2 as this may show as a false positive. • 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. • Office staff who are able to work from home should do so from 13.12.2021 • 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 should wear a face covering when moving around the school building in all corridors and communal areas. 		
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| | <ul style="list-style-type: none"> • 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. • 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. • Thorough cleaning of rooms at end of the day. • All rooms used by class bubbles are cleaned at the end of every school day and touchpoints are sanitised during the lunch period. • 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 alternative method is not in the best interests of the child. • All visitors (inc. parents) will be asked to take a lateral flow test on entry/ prior to arrival and will not be permitted to enter the premises until a negative result has been received. • 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, parents/carers and children 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. | | |
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		<ul style="list-style-type: none"> • Where spaces are shared (eg. dining halls), spaces are cleaned between groups. • Rooms are accessed from outside, wherever possible. • Consistent bubbles are organised to reduce transmission. Where possible, pupils are arranged side by side or forward facing in lessons, however we note that this is not appropriate for learning in Early Years and Key Stage 1 environments. • 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. • CO2 monitors are used to check ventilation is sufficient and remedial actions taken as a result. • 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. • Local Outbreak Management Plan is in place to rapidly implement further control measures (eg. closing bubbles, moving to online learning etc.) in the event that it is advised by the local outbreak control team. 		
	<p>Pupils</p> <p>Transmission may occur:</p> <p>When travelling, 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 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).

<p>Exposure to COVID-19 through sharing school spaces and resources.</p>	<p>Staff and pupils 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. • Contractors delivering services using school facilities, such as catering, and cleaning provide copies of their risk assessment for managing exposure to COVID-19. 	<p>14.12.2021</p>	<p>Medium (Risk of serious harm, highly unlikely).</p>
<p>Exposure to COVID-19 when providing First Aid, Intimate Care, Administering Medication</p>	<p>Staff and pupils. 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. 	<p>14.12.2021</p>	<p>Medium (Risk of serious harm, highly unlikely).</p>
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of</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. 	<p>14.12.2021</p>	<p>High (Risk of serious harm, unlikely).</p>

	COVID-19 and need direct personal care until they return home.			
	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 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. 	14.12.2021	Medium (Risk of serious harm, highly unlikely).
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. 	14.12.2021	High (Risk of serious harm, unlikely).
Negative impact of working in isolation	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. 	14.12.2021	Medium

<p>on staff mental health and wellbeing.</p> <ul style="list-style-type: none"> - anxiety - feelings of isolation - working in ventilated areas during the winter. 		<ul style="list-style-type: none"> • 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. • 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. 		(Moderate harm, unlikely)
<p>Negative impact of reducing social interaction on pupil and parent mental health and wellbeing</p> <ul style="list-style-type: none"> - 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. 	14.12.2021	Medium (Moderate harm, unlikely)
<p>Feeling cold as a result of increased ventilation during winter months.</p>	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. 	14.12.2021	

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
		✓				✓	

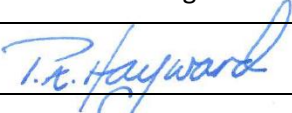
Risk Rating

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. V10: 14.12.2021 Reviewed in line with changes to Operational Guidance (Plan B) published 14.12.2021
Signature of Approver:		
Role:	CEO – Mid Trent MAT	
Date Assessed:	14.12.2021	