

ST GILBERT'S CHURCH OF ENGLAND PRIMARY SCHOOL

RISK ASSESSMENT – COVID-19

January 2022

DRAFT

A contingency plan is also in place to manage any outbreaks or cases in school to ensure minimum disruption to face to face schooling.
The school will follow Public Health Advice at all times.

Risk Rating	Likelihood of Occurrence x Severity of Harm
Likelihood of Occurrence	1 rare / 2 unlikely / 3 moderate / 4 likely / 5 almost certain
Severity of Injury	1 minor / 2 moderate / 3 significant / 4 major / 5 catastrophic

Assessment No:		Area/Activity:	COVID-19 PROVISIONS	Carried out by: Consulted	F DICKER All staff	Date:	September 2021

Hazard	Who might be harmed?	Existing Controls	Risk Rating	Is the risk adequately controlled?	If No, What further actions are required to reduce the risk?
Risk of Transmission	Staff Parents Pupils	All staff should make every effort to socially distance from others, particularly in meetings. Rooms should continue to be well-ventilated.	6	Yes	
Attendance Pupils not returning to school, impacting on their academic and mental welfare	Pupils Parents	Attendance is mandatory for all pupils with the exception of CEV pupils who have been told to shield by their clinician. The school will work with parents of these clinically extremely vulnerable (CEV) pupils and with parents who are anxious about the return to school or their child is displaying anxiety. If a child cannot attend school due to medical advice, then the pupils will receive remote education. Please refer to the Remote Learning Guidance – remote learning will be for 3 hours on average for EYFS and KS1 and 4 hours per day for KS2. For those pupils who are most vulnerable, and who are isolating contact will be kept and the required agencies advised if involved – i.e. social care. Holidays in term time are not allowed in line with government law.		Yes	
Entry and exit into and from school site.	Staff Parents Pupils	Parents and pupils to enter school from top playground or through normal school entrance to access the bottom playground. Normal routines will apply. Pupil can arrive from 8:40 am with school starting at 8:50 promptly. All children must be collected by one adult at the end of the school day. Y6 pupils with a permission form may walk home on their own. EYFS and KS1 will finish school at 3:15 – EYFS will be collected from wooden gate and KS1 from top playground. KS2 will finish at 3:20 and will be dismissed from the bottom playground.	1	Yes	
Entry into school		Entry into school will be via KS1, Y3.4 or Y5.6 entrances. Lockers can be used to store all pupil items. Children should sanitise ahead of entering their classes.	1	Yes	
Classes and playtimes		All classes will be organised in accordance with pre-pandemic organisation. Classes are work across classes and can work in groupings from different classes. Rooms must continue to be well-ventilated. Children should sanitise after play and before lunchtimes Playtimes and lunchtimes will resume normal organisation.	2	Yes	

<p>Toilets</p> <p>Staff and pupils do not wash hands regularly enough so increasing risk of virus.</p>	<p>Pupils Staff</p>	<p>All toilets can be used as normal but pupils and staff must continue to sanitise carefully.</p>	<p>6</p>	<p>Yes</p>	
<p>Organisation for washing hands</p> <p>Staff and pupils do not wash hands regularly enough so increasing risk of virus.</p>	<p>Pupils Staff</p>	<p>Protocol for handwashing has been given to all members of staff – indicating the minimum of expectation as to when and where this should be completed.</p> <p>All children and staff have access to sanitiser or hot water and soap in each classroom/shared area. Teachers must ensure there is a hand sanitiser station in each classroom and shared area. There will also be stations in the front office, in all rooms and at entrances.</p> <p>Minimum – entry to school, before and after playtime and lunchtime or change of learning area – after eating and entry back into school, following and after any outdoor learning and after visiting the toilet. Supervision will be completed by all staff irrespective of where they work.</p> <p>In addition, all children must be taught or reminded of ‘Catch it, bin it, kill it’ approach when sneezing or coughing into their hands. They must also sanitise their hands.</p>	<p>6</p>	<p>Yes</p>	
<p>Movement around school</p>	<p>Pupils Staff</p>	<p>Pupils and staff may move around the school as normal.</p> <p>Fire evacuation procedures to be tested on return.</p> <p>Staff should make every effort to socially distance from other staff.</p>	<p>3</p>	<p>Yes</p>	
<p>Hygiene</p> <p>Areas are not cleaned sufficiently or staff do not secure resources adequately so increasing the risk</p>	<p>Pupils Staff</p>	<p>All areas will be thoroughly cleaned on a daily basis.</p> <p>All cleaning and hygiene must be completed in line with updated guidance. PPE should be worn where necessary.</p> <p>Monitoring will take place to ensure that cleaning is thorough and in-depth and in line with guidance.</p> <p>Where possible disposable PPE should be worn (gloves etc). These should be doubled bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Clean hard surfaces with warm soapy water then disinfect with cleaning products normally used, paying particular attention to <i>frequently touched areas and surfaces</i>, toilet areas, grab-rails and door handles – generally all touch points including photocopiers, computers, key boards and mouse, light switches, telephones, chairs, banisters and all toilet areas.</p> <p><i>Wash hands regularly with soap and water, and after removing PPE</i></p>	<p>6</p>	<p>Yes</p>	
<p>Management of waste</p> <p>Waste is not managed effectively so increasing the</p>	<p>Pupils Staff</p>	<p>All management of waste will be managed with cleaning staff wearing PPE. All bins will have bin bags in them for ease of disposal. All bins will be emptied every day as is current practice. This includes external bins.</p>	<p>6</p>	<p>Yes</p>	

risk					
Lunchtime arrangements	Pupils Staff	<p>Lunchtime arrangements will be in line with pre-pandemic organisation.</p> <p>All EYFS and KS1 pupils to have lunch from 12:15-12:45 All KS2 pupils to have lunch from 12:45 to 1:15</p> <p>All pupils must wash their hands before and after lunch.</p> <p>Tables to be cleaned down in-between sittings.</p>	6	Yes	
First Aid Staff need to ensure all measures are followed to ensure safety of them and pupils	Pupils Staff Parents	<p>First Aid – all staff must wear gloves and a mask when giving First Aid. PPE must be worn for intimate care.</p> <p>Should a child be coughing, spitting, being sick, goggles <u>must</u> be worn. In the current circumstances, whilst staff have a safeguarding duty to provide First Aid care, should staff be concerned they must ask for support. PPE must be worn by anyone providing intimate care.</p> <p>First Aid boxes into bandstands at 8:30am for access at break and lunchtimes. Brought in by MDS after lunch and restocked. Stored in Kitchen ready for dispersal the following morning. Wipes in all areas.</p> <p>First Aid slips to be put in children’s bags by children. Parents must be advised on handover or by phone – office staff - if FA has been given.</p> <p>Staff to have phone on hand should support be required from leadership.</p>	6	Yes	
No drinking fountains Drinking fountains are a source of risk due to risk of mouth contact with fountain and a touch area	Pupils Staff	<p>All drinking fountains are disabled and must not be used. No plastic cups will be provided.</p> <p>Pupils must have water bottles in school every day.</p>		Yes	
Staff LFD Testing Risk of transmission	Staff	<p>All staff should continue to LFD testing twice a week in line with government advice and training. This will continue until the end of September.</p> <p>A positive LFD test will result in staff getting PCR test.</p>	6	Yes	
Face masks		<p>It is recommended that staff wear face masks in communal areas when not teaching unless exempt or not able to. They continue not to be worn in classrooms within primary settings.</p> <p>Please refer to previous guidance on safe use and removal of face coverings.</p>			
Visitors to site Visitors do not adhere to protocols, increasing the	Pupils Staff Parents	<p>If it is not safe for visitors to attend site they will be informed.</p> <p>Visitors will be organised with the school determining safe levels on a day to day basis to ensure continued safety.</p>	6	Yes	

risk to both staff and pupils and parents		It is recommended that all visitors wear face coverings in communal areas and whilst moving around school unless exempt or not able to.			
Collective worship	Pupils Staff	Collective Worship will resume its normal timetable and organisation though initially KS1/EYFS and KS2 will be split for whole school worship to support pupils and staff easing into new measures and also to limit the chance of meeting any thresholds of an outbreak.	6	Yes	
Medical Room Pupils/staff are not isolated so increasing risk to other members of staff	Pupils Staff Parents	<p>Pupils, staff and other adults will follow public health advice on when to self-isolate and what to do.</p> <p>They should not come into school if they have symptoms, have had a positive test result in the last 10 days, or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone develops COVID-19 symptoms, however mild, they will be sent home and must follow public health advice, self-isolating and taking a PCR test, waiting for the results before returning to school/work.</p> <p>Staff showing symptoms will be able to utilise one of the tests in school should they be available, to protect the school community as quickly as possible and to ensure that the member of staff can return to work as soon as possible if the test is negative.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine. <p><u>Staff and pupils will not be required to self-isolate (unless they are showing symptoms) while they wait for the results of the PCR test unless advised otherwise.</u> If they then test positive, they must legally self-isolate, irrespective of their vaccination status or age in order to break onward chains of transmission.</p> <p>Those who are not vaccinated will need to isolate if identified as a close contact and follow the advice given to them.</p> <p>Should child go home showing symptoms, only one parent can collect. Parent must then access the medical room from the outside and then leave. Collection will be from the bottom door or the library door.</p> <p>Medical room must then be cordoned off and cleaned at the end of the day. Should there be another case then the library should be used.</p> <p>Pupils who test positive and are isolating will receive welfare calls to monitor their wellbeing and to receive support as required.</p> <p>The school will follow the advice of PHE and the Lincolnshire Health Protection Team. Medical room organised in case child or member of staff is showing symptoms. PPE must be worn – Medical room will now be in the Kitchen. The room must be ventilated.</p>	6-9	Yes	

		<p>All staff must wear gloves and a mask. Should a child/staff member be coughing goggles <u>must</u> be worn and keep a distance of 2m where possible. Staff providing care must sanitise after the person has left.</p> <p>PPE box present in medical room and clearly labelled.</p> <p>Should a child or member of staff use the toilet when showing symptoms, this must be cleaned thoroughly before use, with the cleaner wearing full PPE.</p>			
<p>Offices</p> <p>Close contact within a small space leading to staff and visitors put at risk</p>	<p>Pupils</p> <p>Staff</p> <p>Parents</p>	<p>We have implemented procedures for entry into the school office whereby only two persons may enter at any one time.</p> <p>We would ask persons to wait until invited into the office.</p> <p>All staff and visitors to the office must stand in-front of the screen and not enter the working space unless invited to.</p> <p>Entry by other members will be on an agreed basis and only if absolutely necessary.</p> <p>Office will continue to have screens in place to provide continued protection.</p>	6	Yes	
<p>Educational Visits/Trips/Residential</p>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p> <p>Parents</p>	<p>Day and Residential Trips will resume as long as it is felt that the safety of all (in regards to Covid) can be maintained.</p>		Yes	
<p>Clubs</p>		<p>All clubs will resume normal running.</p>	6	Yes	