

Risk Assessment – COVID-19 (v3.1)	7-5-21	Southway Primary School
Responsible Person	Mr Alex Blackman, Vice Principal	
Other Persons Involved	Dan Austin (Union Rep & staff member), Joe McIntosh (H&S Union Rep & staff member), SLT	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (6 April) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (13 April) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (7 April) • DfE – Face coverings in education (6 April) • DfE - Safe working in education, childcare and children’s social care (1 March) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (15 April) • NHS - Test and Trace – How it works (23 March) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required • A negative result means the pupil can return to school.

			<ul style="list-style-type: none"> Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. Clinically extremely vulnerable pupils are advised not to attend school at this time. Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. Details of any specific local procedures are communicated to all visitors before they come to site. Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. Parent access to the school building to be limited to main entrance lobby (with social distancing signage and markings in place) but parents to be encouraged to communicate with school via email/phone.
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children's Social Care Settings Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. Boarding pupils will self-isolate in their boarding household in the first instance. If it is necessary for them to relocate to their parental or guardian home this will be carried out with regard to the transport principles contained in Safe Working in Education Childcare and Children's Social Care Settings
		Operational practices in place	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <u>Early years and Primary</u>

<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> ○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions) ● <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these ○ The school holds a small supply of disposable face coverings ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene ○ Face coverings are promoted for parents dropping off and collecting outside
		<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> ● Soap and running water or hand sanitiser is readily available. On arrival, all pupils will use pod-based anti-bac to sanitise their hands. ● Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. ● Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary ● 'Catch-it, bin-it, kill-it', promoted throughout school. ● The school provides tissues and sufficient bins to support disposal of waste. ● The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. 	
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> ● A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. ● Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings ● Early Years staff will be best placed to organise the soaking/washing of their resources at the end of the day as they will have a good knowledge of what has been used. This is also standard practice for EY staff (although not daily) during routine maintenance of their resources. If Early Years staff would like additional support with this they must communicate this to the Premises Officer and/or HT. 	

Grouping and Measures Within Classrooms

- Early Years

- Normal group sizes in place, but mixing between groups minimised wherever possible
- No expectation that young children distance within their groups
- Parents and carers are encouraged to limit the number of settings their child attends
- Focus is on consistent groupings and the robust practising of the other points in the system of controls

- Primary and Secondary

- Consistent grouping practised as much as possible - is a class of children and mixing of bubbles will be avoided whenever possible.
- Mixing between groups is minimised and secondary pupils are encouraged to maintain social distancing within groups
- Mixing in wider groups for specialist subjects, wraparound care, on transport, or in the case of boarding pupils is managed
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
- In primaries, staff practise distancing from pupils and staff whenever circumstances allow
- In secondaries, staff endeavour to remain at the front of the class, 2m away from each other and children
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.

- Wrap-around provision/extra-curricular activities

- Only provided for vulnerable children, young people or,
- Other children, where the provision is:
 - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
 - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
 - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments
- Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session

Measures Elsewhere

- Groups are kept apart where possible. Assemblies/worship are virtual or within class bubbles
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised. Staffroom space is used primarily for a 'take away' service for drinks etc although use of some of the seating will be possible – some seats will be marked with a taped cross to reinforce social distancing
- Each bubble will have regular timetabled opportunities to use the toilet throughout the day e.g. before break, before lunch and after lunch. If children need to go to the toilet at other times, adults will make every effort to monitor the use of the toilets to ensure that only children from the same bubble are using the toilets at one time whenever possible. Children will be expected to wait outside the toilet area if they get to the toilet and others are already in there.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
 - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
 - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
 - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
 - Outdoor play equipment is cleaned more frequently
 - Pupils are advised to limit the amount of equipment they bring to school
 - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
- Early years:
 - Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.
 - Parents can settle their children if necessary but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited.
 - Supervised toothbrushing is carried out using the dry-brush method.

			<p><u>Dedicated school transport</u></p> <ul style="list-style-type: none"> • Consistent grouping applied where possible • No one with symptoms or a close contact is to travel • Social distancing practised as far as possible • Children sit within their groups/bubbles as far as possible • Ventilation of fresh air maximised • Hands cleaned before boarding and again on disembarking • School vehicles cleaned more frequently • Those over 11 years old must wear face coverings
			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Steps are taken to depress demand at peak times (Stagger start/finish times) • Walking, cycling, scooting to and from school are all promoted • Face coverings are required by law on public transport for all over 11 years old.
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal. The vents in classrooms and the hall will be open whenever possible. There is no air conditioning in the building. • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact • Reduce occupancy for lifts – lift use will be limited to one person wherever possible. In the event of a child needing to be accompanied in the lift, this will be done by one of the staff members from the class pod wherever possible.
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama

		<p>close proximity thereby increasing the risk of infection</p>	<p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use • PE lessons/dance lessons led by the sports coach/dance teacher will ideally happen outside and pod staff accompany the children from and to the building. The sports coach/dance teacher will maintain social distancing from the group as far as possible to enable them to work with different pods (one at a time). If weather is not good, sports coach/dance teacher will lead sessions in the hall spaces but from a demarked zone away from the children. • Where practical lessons are planned, they will only be delivered within the pod and so social distancing will be less of a consideration, although older pupils will still be encouraged to work at a distance from each other. • Where pod staff (non-specialist) are delivering PE lessons, these will take place outside as far as possible to reduce the risk of infection. If any PE lessons need to take place in the hall, they will be limited to 1 pod at a time (per space e.g. 1 in studio and 1 in main hall) and will involve limited (if any) use of equipment. Any equipment that is used will need to be sanitised before being put away.
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			<p>Educational Visits</p> <ul style="list-style-type: none"> • Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance • Primary and Secondary – can resume educational day visits from 12 April 2021. Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes the system of controls, such as keeping children within their consistent groups, and the COVID-19 secure measures in place at the destination. • The school undertakes full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. <p>Parent and Child Groups</p> <ul style="list-style-type: none"> • Will take place with a limit of up to 15 participants and are individually risk assessed with the system of controls rigorously applied
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group's occupational health and counselling service
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). • Very few children who attend school are likely to require intimate care. This is always carried out with 2 adults present for safeguarding purposes but only one adult would need to be in close proximity to the child and therefore wearing PPE as long as the other adult could be present from an appropriate social distance. If appropriate social distancing is not possible in the space, the pair of pod staff should support the child, having called SLT to supervise the remaining children (ideally from a social distance e.g. the classroom doorway, if possible.)
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • Risk assessment developed in collaboration with staff and Union reps and shared with all parties • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Headteacher to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly

			<ul style="list-style-type: none"> The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements: Fire evacuation drill in the Spring Term is an announced drill – this will be completed on a class by class, or small groups of classes, basis without sounding the main alarm to avoid unnecessary risk of pods mixing during the evacuation. In the event of the fire alarm sounding and it not being a planned drill, the normal evacuation procedures would be followed. Staff training schedule monitored and any slippage identified and managed
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> Staff are allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on HSE website Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Mr Alex Blackman	Date:	7-5-21	Date of next review:	14-5-21
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Review history:

5-3-21 Pre reopening – no changes

12-3-21 Updated guidance references

19-3-21 Updated guidance references – no changes to risk assessment

26-3-21 Updated guidance references - no changes to risk assessment

23-4-21 Update on **educational visits** and guidance references

30-4-21 No change

7-5-21 No change