

Operation Description: COVID-19 School reopening to all year groups

Operation Location: All LCC-controlled School and educational settings

Persons at Risk: LCC employees, pupils, parents/carers

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply** (S x L)

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1				1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	x	L	+ W = R		S	x	L	+ W = R
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	- Daily checks will be made with:- - Government websites (Gov.uk) or LCC website - Local/National news providers - Local school networks/partnerships (if applicable) - Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. - Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary.	4	1	0	4
Clinically extremely vulnerable/ Clinically vulnerable staff/ pupils					- As per government guidance clinically extremely vulnerable no longer need to shield but may wish to take extra precautions to protect themselves and follow the practical steps set out in the CEV guidance to minimise the risk of exposure to the virus. - Staff are encouraged to attend vaccine appointments - Pregnant staff – we will follow the specific guidance for pregnant employees because pregnant women are considered CV. A risk assessment will be written and the guidance for pregnant employees will be followed - All CEV children should attend school unless they are one of the very small number of children under paediatric/ special care who have been advised by their GP or clinician not to attend. - Additional Risk assessments may be completed for any CEV pupils to ensure school is a safe environment, it might be the case the school cannot meet their need at this time				
Catching/ Spreading COVID- 19 while travelling to and from work	4	3	0	12	- Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. - Anyone who needs to take public transport will be referred to government guidance. - For dedicated school transport (minibuses and taxis), discussions will be held with the providers to make sure their staff: - Follow hygiene rules - Try to keep their distance from passengers where possible - Do not work if they or a member of their household are displaying coronavirus symptoms	4	1	0	4

**Contact with
someone suffering
from coronavirus**

4 3 0 12

- If a symptomatic person comes into school, they will be sent home immediately or isolated in the Pupil Work Room until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.
- In the case of a symptomatic pupil who needs to be supervised before being picked up:
 - If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask.
 - If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron
 - If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear a visor.
 - Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.
 - Staff and children who've been in close contact with this person, don't need to go home or self-isolate unless they develop symptoms, or the person subsequently tests positive.
- Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:
 - Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or
 - The driver and passenger will maintain a distance of 2m from each other; or
 - The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so
- A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following [decontamination guidance](#).
- If school becomes aware that a pupil or a staff member has tested positive for coronavirus, we will contact the [local health protection team](#) for further advice.
- It may, at this point, be necessary to refer to the Outbreak Management Plan.
- Everyone must wash their hands thoroughly for 20 seconds with soap and water or use hand sanitiser after being in contact with someone who has been unwell.
- Staff and pupils with a positive LFD test result must self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19.
- Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

4 1 0 4

				Tracing Close Contacts • In Step 4, close contacts will be identified via NHS Test and Trace. Education settings will no longer be expected to undertake contact tracing. • NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. • School will continue to work with NHS Test and Trace to identify close contacts • From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. • School will continue to have a role in working with health protection teams in the case of a local outbreak. • If there is an outbreak in school or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures (see outbreak plan). •					
School Access Catching/ spreading	4	3	0	12	• All full time staff will complete a lateral flow test (LFT) twice weekly – Sunday/ Wednesday evenings • Face coverings are no longer advised for staff either in the classroom or in communal areas. However, staff have the option to wear a mask if they wish. • All volunteers, part time staff and visitors working with children/ staff within the school building during school hours will be ask to complete a LFT prior to their time in school. • Results of all LFT’s should be submitted to the school office (enquiries@wragby.linc.sch.uk) and reported to the NHS • All entry systems which require skin contact should be regularly cleaned and staff should wash hands upon entry to the site. • Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. • Essential visitors to the school should wash or sanitise their hands upon entry. • People signing in should tell the administrator their details with the administrator completing the signing in process, eliminating the need to have multiple people	4	1	0	4

				touching pens. • Visitors should wait outside reception, socially distancing with only one person inside the foyer at any one time. • School will display clear signage to explain this process. Arriving at/ departing school: • Parents may arrive/ depart the school site at any entrance. On arrival, children should be left at the school gate (with the exception of the Reception Class) • Only one parent to be in attendance. • Teaching Assistants will be positioned on the appropriate gate and entrance door and will direct the children to class. • Parents may come on site at the end of the day to collect children from class but will be encouraged to disperse quickly. • They will be met at the door by the appropriate adult, who will instruct them to store their belongings and wash their hands/ use hand sanitiser before directing them to their seat. • If cloakrooms become too busy, children will wait outside, standing on the markers provided outside the entry door. • If the parent does not arrive on time, children will be sent into Woodpecker provision in the main hall.					
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.	4	3	0	12	• COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. Everyone in school will: <u>Personal/ hand & respiratory hygiene</u> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose. • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. • Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. • Encourage the use of tissues and the “Catch it, Bin it, Kill it’ phrase. Tissues disposed of separately in the provided lidded bin. These will be disposed of at the end of the day inline with guidance provided. • Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young	4	2	0	8

children will be supervised during hand washing.

- Hand sanitiser to be provided to all classrooms (if available), for use at the start of the day, after lunch etc.

Cleaning

- Class teachers to be provided with anti-bacterial wipes and cleaning fluid to regularly wipe down classroom surfaces.
- The schools cleaning regime will continue. In addition to the deep clean at the end of the day, a further clean will take place after lunch to ensure high touch points - door handles, light switches, sinks and toilet flush handles – have an additional clean.
- Desks should be cleared at the end of the day to enable all surfaces to be cleaned each night.

Ventilation

- School will be well-ventilated whilst maintaining a comfortable teaching environment / temperature
- All rooms should be well ventilated therefore doors (at times when the children are not in there) and windows should remain open for throughput of air. All internal doors to be left open.
- When holding events where parents are on site, internal doors, external doors and windows will be opened.
- The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.
- If a fire alarm is sounded, you must ensure those doors are closed.

Classrooms

- Children may work in groups.
- Phonics groups can be mixed across Reception, Year 1 and Year 2.
- Desks MUST be cleaned frequently.
- To avoid sharing of frequently used equipment, each child will be provided with an individual pencil case containing a pencil/ pen, rubber, sharpener, ruler, coloured crayons, scissors and glue stick.
- Large equipment e.g. ICT, will need wiping down immediately after use
- Curriculum resources can be shared but will need regular cleaning.
- Reading books will be held in isolation for a 48 hour period before being placed back in circulation.
- Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials: bags, lunch boxes, hats, coats, water bottle and PE kit.

Specific lessons/ trips:

- Given the likely gap in COVID-19 related cancellation insurance, when considering booking a new visit we will ensure that any new bookings have adequate financial protection in place.
- The visit lead will work closely with the venue to ensure all risk assessments are in place. Advice will be sought from Evolve, our Educational Visits Advisor and by specialist advice from the Outdoor Education Advisory Panel (OEAP).
- Thorough risk assessments will be carried out to ensure any public health advice, such as hygiene and ventilation requirements are followed.
- All visits will be COVID- risk checked and agreed by our Educational Visits Coordinator
- PE and health-based activities will take place
- PE will be outside as far as possible. If not possible, indoor PE will take place within our system of controls. This will be in a large space, with ventilation (doors and windows open), pupils distances and scrupulous attention to cleaning and hygiene.
- Whole school Collective Worship will take place on a Monday and Friday will continue to take place virtually for Term 1. Key Stage Collective Worship will be face-to-face in the hall
- Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.
- Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene; they will have a copy of this risk assessment.

Break times, including lunch:

- KS1 and Reception will share the KS1 playground; classes 3-6 will share the KS2 playground.
- At lunchtime, all children will eat in the hall – KS1 and Reception will eat on first sitting; KS2 will eat on second sitting.
- On re-entering the school, children will be instructed to wash hands/ use hand sanitiser.
- Children can also make use of the additional external sinks that have been provided: one near KS1 playground and one at the exit point of the KS2

playground near the Woodpecker room.

- Children with packed lunches will remain seated at all times.
- The lunch staff will have allocated duties that will remain the same throughout the term.
- Lunch tables will be cleaned thoroughly in between sittings.
- Children having a school meal may collect their own lunch from the server.
- When serving food, staff should wear a mask and gloves.
- A clear partition will be in position at the serving area to protect both children and staff.
- Keep close communication, via walkie-talkies, to notify staff if an outside area is in use/ clear for use.

Toilets

- Toilet use will be managed to avoid crowding.
- Restrict the number of children using toilet facilities at any one time.
- Children will be encouraged to wash hands for a minimum of 20 seconds before and after using the facilities. Children should be monitored to ensure good hygiene practices.
- Toilet facilities will be cleaned after lunch and again at the end of the day paying particular attention to door handles, taps, locks and toilet flush.
- Display signage in the toilets reminding children to wash their hands for the recommended times
- Make regular checks and ensure there is a suitable amount of soap and towels.

Other areas of school:

- Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:
 - Restricted to one user; or
 - Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals

First Aid/ personal care/ PPE

- If a child requires first aid/ personal care, the member of staff must wear appropriate PPE: apron, gloves and mask.
- Ensure PPE is available in the isolation room (Pupil Work Room) and each classroom.
- PPE must be bagged and disposed of in accordance with guidance provided.
- First aiders must make sure that they wash their hands or use an alcohol gel, before and after treating a casualty. Ensure that they don't cough or sneeze over

					a casualty when treating them.				
					CPR - cardiopulmonary resuscitation - If an adult is unresponsive and not breathing normally, call 999 for emergency help and start CPR straight away - Do not perform rescue breaths on the casualty when performing CPR but use the 'hands-only' method.				
adjusting working practices					- Pupils with behavioural support plans/ identified need within an EHCP should be individually risk assessed against the possible need for restraint. - Make a space within the classroom for high needs children to access "cool down" time. - Staff should avoid restraining pupils wherever possible and contact parents for support (see Behaviour Policy Addendum)				
Behaviour Management catching/ spreading	4	3	0	12		4	2	0	8
Staff spaces					- The staffroom can be used. Employees should wash hands upon entering. - It is important for wellbeing that staff see colleagues and we encourage this. - Before and after use of appliances use of fridge, microwave etc the appliances must be wiped with an antibacterial wipe. - There will be disinfectant spray to be used on door handles and toilet handles in the toilets. - It is each member of staff's personal responsibility to keep themselves and others safe. - Antibacterial wipes and spray will be available in the PPA room and reprographics area. Staff should clean down their working area after use. - Antibacterial wipes/ spray should be used after using the photocopier, shredder and laminator.				
	4	3	0	12		4	2	0	8
Meetings catching/ spreading					- Meetings will remain virtual, in the main, for terms 1 & 2. - Where meetings are face-to-face, rooms should be kept well ventilated and with sufficient space that attendees are not cramped.				

					- Only absolutely necessary meeting participants should attend - Avoid transmission during meetings, for example by not sharing pens and other objects - Provide hand sanitiser in meeting rooms				
	4	3	0	12		4	1	0	4

Lack of awareness	4	3	0	12	- All appropriate guidance posters will be displayed in the welfare areas and in suitable places around site. - Regular emails will be issued, where appropriate and safe, safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. - We will continually adopt and review new government / WHO guidance as and when it is available.	4	1	0	4
Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	- Staff are aware of the importance of following national guidance, and to stay home and self-isolate. - Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. See section 3 - Reporting Employee with COVID-19 flow chart. - School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See <u>HSA Reporting of COVID-19</u> for guidance)	4	1	0	4
Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	0	16	- Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. See section 3 - Reporting Employee with COVID-19 flow chart. - Students to be moved to the Pupil Work Room, until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Room to be clearly signed, to prevent accidental access by others. - Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the Pupil Work Room will be restricted until cleaning has taken place. See section 3 - Reporting Employee with COVID-19 flow chart. - Should the child need to use the toilet, use the disabled toilet at the end of the main corridor. It will also need to be restricted, as above, until cleaning has taken place. - The member of staff supporting the child must wear the appropriate PPE: apron, gloves and mask. - PPE must be bagged and disposed of in accordance with guidance provided.	4	2	0	8

*each square to be colour coded to suit the risk rating

School: Wragby Primary School
Headteacher: Mrs R Osgodby
Date of Risk Assessment: 19.07.2021

