

ACTIVE LEARNING TRUST RISK ASSESSMENT

Educational Setting	Chesterton Primary School
Activity / Task	Coronavirus (COVID-19) Risk Management Assessment – January 2022
Completed by & Date	Richard Martin. January 2022
Review Date	Ongoing

COVID-19 is a respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

On 21 February the Prime Minister set out the next phase of the Government’s COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. There are no requirements for children to work in ‘bubbles’ or be ‘ring-fenced’; staff no longer need to conduct twice-weekly lateral flow tests; staff, and visitors to the school site, do not need to wear masks. Children can mix in the playground, share the lunch hall at the same time as other classes, and assemblies can be held.

The school may need to introduce protective measure, in consultation with the Local Education Authority and/or the Active Learning Trust. These measures our detailed in our Outbreak Management / Contingency Plan.

Close contacts of people with Covid-19 are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

MAIN ACTION REQUIRED OF SCHOOLS

- 1) Minimising contact with individuals who are evidencing symptoms of coronavirus (COVID-19) symptoms.
- 2) Promote the importance of attendance in schools, ensuring the community understand current rules on testing and isolating.
- 3) Cleaning hands thoroughly and more often than usual.
- 4) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Ensuring spaces are well-ventilated, with natural air allowed to flow.
- 7) Where necessary, wearing appropriate personal protective equipment (PPE).

This risk assessment template has been produced to assist ALT's schools in making preparations for returning all students back to teaching and learning on the school site in the Autumn Term of the academic year 2021/22. It includes many points to consider but Heads and Senior Leaders should adapt this to their own context and school including adding further prevention measures and mitigations where necessary.

The risk assessment should be kept 'live' and should be reviewed during the first few days of opening and a copy of the completed risk assessment must be returned to Caroline Driver – caroline.driver@activelearningtrust.org.

CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED

General Advice

List of all general Coronavirus guidance: [Link](#)

General .GOV.UK Coronavirus guidance: [Link](#)

Mass asymptomatic testing: schools and colleges - [Link](#)

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - [Link](#)

Coronavirus (COVID-19): safer travel guidance for passengers - [Link](#)

DfE Advice

DfE advice for safe working in Education Settings, including PPE: [Link](#)

Dfe Schools Covid-19 Operational Guidance: [Link](#)

DfE Primary-specific guidance: [Link](#)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: [Link](#)

LA Advice

Covid-19 Guidance for Parents and Carers (flowchart): [Link](#)

HSE Advice

List of all HSE Coronavirus guidance: [Link](#)

Plus HSE documents: [Link](#) & [Link](#)

Making your workplace COVID- secure during the coronavirus pandemic - [Link](#)

NHS Advice

Covid-19 National Testing Programme – schools and colleges handbook: [Link](#)

ACAS Advice

ACAS Mental Health at Work During Coronavirus guidance: [Link](#)

ACAS Working safely during Coronavirus - [Link](#)

ACAS Coronavirus - Shielding and Vulnerable People - [Link](#)

ACAS – Sick Pay for self-isolation during Coronavirus - [Link](#)

SCHOOL OPERATIONS		
SOCIAL DISTANCING		
	PREVENTION MEASURES	Action by Whom/ When/ Done
Access to school building	<ul style="list-style-type: none"> • More entrances and exits are being used for drop-off and pick-up times. The classroom doors being used, the main entrance and the gate round the side of the scout hut. This helps to separate our community into different areas. • Hand sanitiser available at main reception area. When children enter building go straight to wash their hands, all classrooms have sinks with soap. • Pupils reminded of sensible indoor distancing to avoid getting too close. • Disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a lidded bin once they enter the classroom. Once removed the wearer must wash their hands and not touch their face. 	<p>All in place. Staff have been reminded of actions.</p> <p>RM responsible for communication</p> <p>Staff responsible for ensuring these take place.</p> <p style="text-align: right;">07/03/2022</p>
Classrooms	<ul style="list-style-type: none"> • Staff ensure classrooms are well-ventilated, with windows and doors open as appropriate. • Caretaker ensures classrooms are stocked with hand soap and paper towels for hand-cleaning. • Staff ensure sanitising spray for cleaning tables and surface tops is refilled. 	<p>All in place. Staff responsible for measures.</p> <p style="text-align: right;">07/03/2022</p>
School Reception	<ul style="list-style-type: none"> • Staff office set up to allow social distancing between desks. • All equipment to be wiped down after each person uses it. • Perspex screen up across window to protect staff when speaking to visitors, including parents. 	<p>All in place. Staff responsible for measures.</p> <p style="text-align: right;">07/03/2022</p>

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Unused rooms	<ul style="list-style-type: none"> All rooms not being used will be cleaned and locked, along with spare furniture. The halls can be used for lunch, assemblies, PE and drama. The library can also be used but is subject to additional cleaning and must be ventilated. 	<p>All in place.</p> <p>07/03/2022</p>
Staff room	<ul style="list-style-type: none"> Staff have the option of using two different staff rooms, to allow for additional social distancing. Staffroom to be cleaned and surfaces wiped down regularly. Staff must wash hands with soap and water or anti-bacterial gel before touching any communal resources eg sink, photocopier, fridge etc. Dishes, cutlery, cups etc. cleaned / put away by staff as they are used. 	<p>In place.</p> <p>All staff responsible.</p> <p>07/03/2022</p>
Off Site Visits	<ul style="list-style-type: none"> Off-site educational visits are able to take place. Teaching staff work with sites and travel companies to ensure appropriate specific risk assessments are in place. All visit details (location, travel, registers, adults) loaded onto Evolve, for approval by the Head Teachers and Governors (for residential visits). 	<p>In place.</p> <p>Educational visits co-ordinator (RM).</p> <p>07/03/2022</p>
Break and lunch times	<ul style="list-style-type: none"> Different classes are allowed to access outside play spaces at the same times. Teachers ensure children wash hands thoroughly before and after break as appropriate. Separate spaces and times will be used for outside play if protective measures are necessary as part of outbreak management / contingency plans. 	<p>In place.</p> <p>All staff</p> <p>07/03/2022</p>
Fire Exits	<ul style="list-style-type: none"> All fire procedures are as normal, not compromised and all possible routes are being used. Regular fire drills will take place. 	<p>In place.</p> <p>07/03/2022</p>
Clinically vulnerable / Extremely vulnerable.	<p>The shielding programme has now ended in England. This means that people who were previously considered clinically extremely vulnerable (CEV) are no longer advised to shield. The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe. As a minimum, these people should follow the same practice as other members of the community to stay safe.</p>	<p>In place.</p> <p>07/03/2022</p>
Isolation room	<ul style="list-style-type: none"> Procedure in place for what to do if there is a suspected and or confirmed case of Covid-19 and has been shared with staff. 	<p>In place.</p>

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	<ul style="list-style-type: none"> Front room in school to be used. Any pupil too young to be observed from outside, the adult going in must wear PPE. Once pupil has left, the room must be cleaned thoroughly. 	17/01/22
Ventilation	<ul style="list-style-type: none"> In all rooms there should be an effort to create natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 	<p>In place.</p> <p>17/01/22</p> <p>All staff.</p>

ATTENDANCE		
	PREVENTION MEASURES	Action by Whom/ When/ Done
Attendance	<p>Usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age. Schools' responsibility to record attendance and follow up absence. Schools should issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. 	<p>In place.</p> <p>RM</p> <p>07/03/2022</p>
Communication	<ul style="list-style-type: none"> Government guidance issued on 24.02.2022 shared with parents, along with a letter from the Service Director for Education for Cambridgeshire and Peterborough. Parents given the opportunity to ask questions – Head and / or Deputy available outside at drop-off and pick-up each day. Teachers have class email accounts for them to be able to email individual parents regarding concerns. 	<p>In place.</p> <p>RM</p> <p>07/03/2022</p>
Safeguarding Policy	<ul style="list-style-type: none"> School safeguarding policy in place. Teachers have been part of a staff meeting dedicated to reminder on safeguarding responsibilities, which took place in the autumn term. 	<p>07/03/2022</p> <p>RM</p>

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Catering		
	PREVENTION MEASURES	Action by Whom/ When/ Done
Catering Provision	<ul style="list-style-type: none"> Kitchens will be fully open and normal legal requirements will apply about provision of food to pupils, including for those eligible for benefits-related free school meals or universal infant free school meals. Lunch hall arrangements may change as part of outbreak management plans. Changes will be communicated to parents. 	07/03/2022 Caterlink

Cleaning		
	PREVENTION MEASURES	Action by Whom/ When/ Done
COSHH	<ul style="list-style-type: none"> Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. All chemicals ordered are under the COSHH Risk Assessment sheet. As Trust guidance, PPE is not being insisted upon but staff can access a visor, goggles, apron, gloves and paper face mask via school if they want. 	In place Caretaker 07/03/2022
Uniforms	<ul style="list-style-type: none"> Expectation that all pupils will be wearing uniform in school. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	In Place

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CONTRACTORS AND PROPERTY MAINTENANCE		
	PREVENTION MEASURES	Action by Whom/ When/ Done
Risk Assessment	<ul style="list-style-type: none"> Caterlink, need to provide risk assessment for being on site. All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. School requires all contractors to comply with its Health and Safety procedures and processes. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>In Place</p> <p>Business Manager and Caretaker</p> <p>07/03/2022</p>
Maintenance	<ul style="list-style-type: none"> Caretaker to organise any maintenance to be carried out outside school hours. 	<p>In Place</p> <p>Caretaker</p> <p>07/03/2022</p>

First Aid		
	PREVENTION MEASURES	Action by Whom/ When/ Done
First Aid Cover	<p>Staff have renewed First Aid at Work certification in September 2021.</p> <p>Several staff members are paediatric first aid trained and available for support.</p>	<p>In Place</p> <p>All first aid trained staff</p> <p>07/03/2022</p>
First Aid Facilities	<ul style="list-style-type: none"> Checked that there is adequate first aid provision in terms of equipment. Teachers to be responsible for first aid equipment in their class, checking stocks at the end of the day and replenishing stock via the office. School administrator responsible for re-ordering central stock. 	<p>In Place</p> <p>07/03/2022</p>

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Use of medications	<ul style="list-style-type: none"> Staff will follow the school Administration of Medications policy. Parents / carers will need to attend school to administer non-prescribed medicine. 	SLT / Administrator 07/03/2022
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ASSESSMENT AND ACCOUNTABILITY		
– PLANS FOR INSPECTION		
	PREVENTION MEASURES	Action by Whom/ When/ Done
Governance	<ul style="list-style-type: none"> Governors meetings held online and updated when necessary Communications with parents shared with Governors Weekly meeting between Head and CoG 	07/03/2022 SLT
Primary Assessment	<ul style="list-style-type: none"> Statutory assessments are scheduled to take place in 2021/2022 academic year. 	17/01/22 SLT and Teachers

CONTINGENCY PLANNING – SELF ISOLATION OF PUPILS /STAFF OR LOCAL OUTBREAKS		
	PREVENTION MEASURES	Action by Whom/ When/ Done
Guidance – Suspected Covid	<ul style="list-style-type: none"> Where children have symptoms of Covid-19, parents /carers will be asked to arrange testing (PCR) for Covid-19. People who are unwell will be expected to remain off school. Staff members with suspected symptoms of Covid-19 will be asked to arrange testing. Staff who are unwell will be expected to remain off school. LFD test results can be treated as confirmed positive cases, whether the case is symptomatic or asymptomatic. 	07/03/2022 SLT
Contact Tracing	<ul style="list-style-type: none"> Any requirement to complete contact tracing has now ended. The Head Teacher / Interim Head Teacher will advise staff via email where a positive case in an adult or child exists in school. 	07/03/2022

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	<ul style="list-style-type: none"> The Head Teacher / Interim Head Teacher will advise parents and carers via Parent Mail letter if there is a positive adult or child case in their child's class. 	
System in place for isolating children who develop symptoms during the day	<ul style="list-style-type: none"> If a child is awaiting collection, they should be moved to room at the front where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The room must be sanitised after the person has left. 	07/03/2022 All staff
Isolation	<ul style="list-style-type: none"> If any staff member or pupil tests positive for COVID-19 they must isolate in line with current Government guidance. This is currently (07.03.2022) a minimum of five full days and a maximum of 10 full days from the start of symptoms or, if asymptomatic, from the day the positive test was taken. 	07/03/2022 All staff
Local Outbreak	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The Head / Interim Head will work with ALT and the LA to identify the support needed. The Head / Interim Head will complete the online support form from the LA and discuss the school's needs in a supportive phone call, which may lead to further measures being put into place as per the Outbreak Management / Contingency plan. 	07/03/2022 All staff