



GATLEY PRIMARY COVID STANDARD RISK ASSESSMENT



Staying COVID secure as we move to Step 4 of the roadmap-

“As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.” DFE Operational Guidance

We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- This risk assessment will be reviewed and updated periodically in line with the Government’s position OR when local* rate of infection deems it necessary to be reviewed. (*local* this will include Stockport and other bordering and surrounding areas*)
- We will prioritise the delivery of face-to-face high quality education
- We will minimise disruption to children’s education as far as possible
- Will keep momentum with educational provision in the event where remote provision maybe required.

This risk assessment document has been created using the following documents:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf



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Category of Risk	Area of Risk	Risk Level	Mitigation	Who	Risk Level	Risk Status
Prevention	Pupils, families or staff maybe unaware of the symptoms of Covid-19 and may present on the premises.	High	<p>All families and staff will be made aware of the symptoms of Covid -19. These will be communicated separately and displayed at entrance and exit points. It will reinforce the message that they must not attend school. This will include those who have tested positive in the last 10 days.</p> <p>School answerphone/ Parent Mail updated to give an option for reporting positive Covid test result</p> <p>Information regarding symptoms will be on the school website.</p> <p>Provide families with absence guide to support differentiating between Covid and non Covid symptoms</p>	<p>AB/ HF/ YW</p> <p>HF/YW</p> <p>TP</p> <p>HF./YW</p>	High	Monitor
	Unable to contact parent if child is unwell		<p>Parents asked to update their contact information if they have recently changed their details.</p> <p>Continue with termly cleanse of this information.</p> <p>The child's contact list will be worked through until contact is made.</p>	YW/HF		



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	<p>Poor hand hygiene may lead to increased risk of the virus spreading.</p>		<p>Pupils and staff must clean their hands on entry into the building and when exiting for breaks during the day. They should use hand washing stations or hand sanitisers.</p> <p>Ensure that the use of hand sanitisers are monitored and supervised especially in those of younger children.</p> <p>Make these habits part of the daily school timetabling routine so that this becomes a daily expectation.</p> <p>All pupil bathrooms to have posters to teach good hand washing routines. Signs on back of doors in bathrooms to remind all to wash their hands on exit. Bathrooms usage to be timetabled in during lesson time to avoid large scale use at break times.</p>	<p>All staff</p> <p>Staff and AB</p> <p>All staff</p> <p>AB</p>		<p>Continue to monitor</p>
	<p>Poor respiratory hygiene may lead to increased risk of the virus spreading.</p>		<p>All rooms to be supplied with tissues and stock levels regularly monitored.</p> <p>Pupils taught the habits of 'catch it, bin it, kill it.'</p> <p>Tissues to be disposed of in a lidded bin and these emptied daily.</p>	<p>AB</p> <p>All staff</p> <p>AB to co-ordinate</p>		<p>Closed</p>
	<p>If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased.</p>		<p>High risk surfaces are regularly cleaned using in class cleaning equipment.</p>	<p>AB to co-ordinate</p>		<p>Closed</p>



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			<p>Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas eg: phones, photocopier etc.</p> <p>Cleaning resources deployed to ensure 'live' cleaning takes place in the school day and there is an increased commitment to cleaning over the school week. High touch areas in classrooms to be cleaned down twice daily.</p>	<p>AB to co-ordinate</p> <p>AB to co-ordinate</p>	
	School policies may not support new or adapted measures within this risk assessment.		Review and update all health and safety policies in line with this risk assessment	AB/ SLT	
	As groups are allowed to mix there may be an increased risk of an outbreak of COVID 19		<p>Follow the outbreak management plan in the event of an outbreak (several cases reported with an 14 day period)</p> <p>Consult with the local health protection team in the event of an outbreak</p> <p>Prepare to return to bubbles/reduced contact if deemed necessary by local health protection team following an outbreak</p>	<p>SLT</p> <p>SLT</p> <p>SLT and staff</p>	
	There may be an increased risk of transmission in areas of the school that are less well ventilated		Any areas less well ventilated to be identified and measures put in place to improve fresh air flow (for example leaving external doors open during lesson times)	AB	



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			In all areas ventilation will be prioritised and where weather conditions allow windows will remain open	Class teachers		
	That there may be a cumulative aerosol transmission from both those performing in and attending events that is likely to create risk of the virus spreading.		Ensure areas are well ventilated, for example keeping all windows open and hall doors open during performances	UA Team to co-ordinate		
	Staff may be asymptomatic and at risk of spreading COVID 19 unknowingly		Staff to continue to take twice weekly LFD tests from return to school in September to the end of September. It is not recommended that primary aged children participate in LFD testing.	Staff		Continue to monitor



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	<p>Pupils, staff and parents may be unaware of the changes made to the guidance to support the move to step 4 of the road map</p>		<p>Staff- consult with staff on the basis of this risk assessment- shape the contents of the risk assessment based on the DFE Schools coronavirus operational guidance and staff concerns/ questions and suggestions.</p> <p>Parents – share the risk assessment with parents via Class Dojo as a link to the school website where this will be sited. Create a parent friendly overview/ visual to summarise the key changes.</p> <p>Pupils- share any changes to the running of the school day and the ways in which we keep each other safe</p>	<p>SLT</p> <p>SLT</p> <p>Class teachers</p>		
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	<p>Someone has recently travelled abroad</p>		<p>Parents to refer to and follow the government foreign travel advice. https://www.gov.uk/foreign-travel-advice</p> <p>Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.</p> <p>In the case where a family has been visiting a country that has been re-categorised (using the country traffic light system) during their visit, we will offer remote learning to support the family in overcoming this challenge. If this is the case, please contact the school office to allow this provision to be put in place.</p> <p>Staff will need to be available to work in school during term time so need to take quarantine arrangements into account before booking travel</p>	<p>Parents</p> <p>Parents</p> <p>Class teachers</p>		
<p>Response to Infection</p>	<p>If pupils or staff present as unwell with Covid symptoms the risk of infection will be high</p>		<p>If anyone develops Covid-19 symptoms they will be send home and asked to follow public health advice.</p> <p>When pupils are awaiting collection they will wait in the designated first aid area. Widows will be open. If any staff are required to stay with the child and are unable to maintain social distance they should wear PPE. The room will be thoroughly cleaned once the child has been collected.</p>	<p>SLT</p> <p>First aider</p>		<p>Monitor</p>



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	<p>Other pupils are at risk of contracting COVID 19 if they have been in close contact with a positive case</p>		<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Parents or legal guardians, in conjunction with their child, will identify close contacts via Test and Trace.</p> <p>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. If a child is identified as a close contact they will be contacted by Test and Trace.</p> <p>Children identified as close contacts will not be required to self-isolate but they will be contacted by Test and Trace and advised to take a PCR test. Parents must inform the school office if their child is going for a PCR test and as a result will be absent from school. They should return to school whilst awaiting the result of his PCR.</p> <p>If this PCR test is positive the child must then begin their period of isolation. Test and Trace will contact the positive case to begin contact tracing and to clarify the isolation period. In this instance the parent must inform school via the office to allow remote learning provision to begin.</p>	<p>Parents to report to test and trace</p> <p>Test and trace</p> <p>Parents</p> <p>Parents</p> <p>Parents Test and Trace</p>		<p>Monitor</p>
	<p>Support or first-aid has had to be given to a pupil who is displaying COVID-19 symptoms.</p>		<p>The staff member does not need to go-home/self isolate, unless:</p>	<p>Staff member</p>		



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			<ul style="list-style-type: none"> - The person delivering the treatment develops symptoms. In this case they should book a PCR test. - Test and Trace require them to self isolate <p>-They test positive from a LFD test.</p>			
	There is a confirmed case of Covid-19 reported to the school, over the weekend or during the evening, in a pupil who has been present in school.		<p>Parents must notify school leaders that the pupil has tested positive via the school office email. Office@gatleyprimary.com</p> <p>Where the child is well enough, remote learning provision will be put in place.</p> <p>SLT to monitor the number of cases across the school and if there are several cases with 14 days instigate the outbreak management plan in consultation with the local health team</p> <p>The responsibility to initiate contact tracing of close contacts will lie with Test and Trace</p>	<p>Parents</p> <p>Class teachers</p> <p>SLT</p>		Monitor
	If there are several confirmed cases there may be an increased risk of an 'outbreak' on the premises.		<p>If there are several within 14 days, support from the local health team will be gained.</p> <p>Follow PHE advice which may include initiation of the outbreak management plan.</p> <p>If an outbreak is suspected, it may be necessary to revert to some measures previously in place for example reintroduction of bubbles, minimising use of shared spaces and use of face masks by adults.</p>	<p>SLT to co-ordinate</p> <p>SLT</p> <p>SLT</p>		Monitor



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	The school is made aware of a positive case within a child's household		<p>The whole household must follow the Covid 19 stay at home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Parents to contact the school office and the child's teacher over Class Dojo to allow remote learning provision to be put in place, where needed.</p>	<p>Parents to inform school</p> <p>Class teacher to initiate remote learning</p>		Monitor
	The school is made aware that the parent of a child is symptomatic and awaiting test results.		<p>The whole household must follow the Covid 19 stay at home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Whilst waiting for test results, parents to contact class teacher through Dojo to request home learning.</p>	<p>School office to advise</p> <p>Parents to inform the school</p>		Monitor
	A member of staff tests positive on a LFD		<p>The member of staff must isolate and book a PCR test.</p> <p>If the PCR test is positive the isolation period must continue and the member of staff will be contacted by Test and Trace to identify close contacts.</p> <p>If the PCR is negative, the member of staff may cease isolation and return to work.</p>	<p>Staff</p>		



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	Off site visits may not be aware of their duties with regards to government mitigation measures for Covid 19.		<p>Off-site visit risk assessment to outline measures that will be taken to reduce the risk of the spread of COVID 19 Any off site venues must provide their COVID 19 risk assessment.</p> <p>Supply/ peripatetic/ sports/ trainees or Trust employees, must follow the system of controls and be provided with copies of the RA.</p>	<p>Class teachers</p> <p>Off-site visit venue</p>		Closed
Curriculum and Pastoral Support	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		<p>In line with the government guidance, bubbles will be removed and mixing will no longer be limited/prevented. This will allow collaborative opportunities to be planned for and for assemblies to begin.</p> <p>Music, dance and drama should continue to be taught. Live performances with an audience can be held. Where these are held ventilation will be a priority.</p>	<p>RR</p> <p>UA Team</p>		Closed
	Pupils may suffer the effects of prolonged non-contact from the school and their peers both in terms of their physical and mental health.		<p>Use of sports premium channelled into building physical stamina and endurance.</p> <p>The RSE policy to be constructed with staff and pupils to become the backbone of the curriculum delivery in creating a wellbeing golden thread to the curriculum.</p>	<p>RC/CMu</p> <p>PDHWB team</p>		



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			Extra-curricular activities to begin again. These will be planned with consideration of the current government guidance.	RL		
	The quality of education may be compromised if remote learning has to take place if a child is isolating.		<p>The School's Remote Education Policy will be adhered to in the event of a child isolating. There is a legal duty to publish this on the school's website.</p> <p>Children will 'dial in' to their classes lessons using Microsoft Teams.</p> <p>They will receive educational provision of the quantity and quality that they would receive if on site at school.</p>	<p>Class teacher</p> <p>Class teacher</p> <p>Year group team</p>		Closed
A culture of Health and Safety	Any non-compliance with Health and Safety legislation may put staff and pupils at risk.		<p>In accordance with all health and safety legislation, all known risks have been identified in this risk assessment.</p> <p>A culture of vigilance and compliance is essential so that all are responsible for ensuring the measures in this RA are active and the senior leaders, governors and Trust are accountable for monitoring this.</p> <p>Site and premises manager to conduct weekly monitoring under each section of this RA (except educationally provision based themes) and report this back to SLT.</p> <p>Senior leaders to conduct half termly monitoring to the educational aspects of this RA and report this back to AGB.</p>	<p>SLT</p> <p>All staff</p> <p>AB/SLT</p> <p>SLT</p>		Closed



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