



## **Meadowbank Primary School**

### **Covid-19 Risk Assessment**

**Version 3.0 - 27.01.22**

(Updated following Governmental announcement that England was stepping back from Plan B)

Review dates below



‘The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19 January that the temporary introduction of Plan B is to end. As a result, the Plan B measures in this guidance for schools are being removed. This advice remains subject to change as the situation develops. 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. 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.’ *DFE Operational Guidance January 2022*

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 Well-being 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/1040827/Schools\\_COVID-19\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040827/Schools_COVID-19_operational_guidance.pdf) (Dec 21)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1002322/Schools\\_guidance\\_Step\\_4\\_update\\_for\\_14\\_July.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf)

#### **Four areas included in this Risk Assessment**

1. Prevention
2. Response to infection
3. Curriculum and Pastoral Support
4. A culture of Health and Safety

**Review dates**

Covid-19 Risk Assessment Reviews			
Date	Document version	Document Revision History	Document Author / Reviewer
16.09.20	1.0	Additions made following initial opening observations. Includes plan include one way systems for pick up from after school clubs & 4 <sup>th</sup> staff room area added to ensure that adult in bubbles do not sit in the same areas together during their breaks.	Janine Appleton
18.9.20	1.1	Review held as R rate rose above 1 nationally. No additional changes made as plan still intact and no confirmed cases in school.	Janine Appleton & staff input period
22.9.20	1.2	Risk assessment review with Stockport Health and Safety lead Danny Brazil following leaders' requested audit of school's Covid-19 response. Systems reported to be robust. Advice sought on the safe reopening of school's Breakfast Club. Following this plans made to reopen the Breakfast Club on 12.10.20 with a booking in system (as school's afterschool club) rather than a drop to enable children to be seated in year group bubbles.	Janine Appleton
23.11.20	1.3	No significant additions. As R rate above 1 no relaxation of systems in place.	Janine Appleton
31.12.20	1.4	RA review following rise in infections nationally due to winter, new Covid-19 strain and in anticipation of an expected post-Christmas spike. No changes to RA required. However all stakeholders to be reminded or renewed efforts during the spring term as we progress through winter and await offers of injections. We need to have heightened awareness of complacency during the coming months. To date there have been 3 staff members who have had confirmed positive outcomes of the virus and 2 children. No bubbles have closed so far. On 31.12.20 Greater Manchester moved into Tier 4 and so one Extremely Clinically Vulnerable teacher will teach their class remotely as they did during the November lockdown. For the start of the spring term explanation videos for staff and parents to support remote learning are in place and ready to use in the event of a Bubble or school closure and staff training has taken place. This will improve the quality and impact of provision for remote learning in this instance. From January 21 any child who is self-isolating but is not unwell will dial into their class learning and learn alongside their peers where possible. Smaller KS2 classes will be asked to utilise the bay area's more and larger display areas in classes reduced further to give more space. 4.1.21 & 6.1.21– upon the return to school and then the partial closure of schools on the 5.1.21 a full risk assessment review was held with all staff groups (4.1.21) due to the rise in Coronavirus cases nationally. The number of cases in MB catchment area is currently below those of Stockport as a whole however the rate is rising. Key outcome from the review that have been added to the RA are: mask to be work in all communal areas and a school closure area of the RA was added.	Janine Appleton & staff involvement in development
23.1.21	1.5	Upon the government's announcement that twice weekly tests would be available to all school staff from 25.1.21 a staff testing section was added to the RA. All 71 members of our school community agreed to volunteer beginning on 25.1.21	Janine Appleton
18.5.21	1.6	– Following new governmental guidance educational visits many resume including overnight stays so school's yr 6 residential can proceed. Also, visitors into school can begin again with caution and full Covid precautions – eg. Music teacher. Next review 22.6.21 following announcement of next governmental road map stage.	Janine Appleton & staff input period
01.09.21	2.0	Updated for start of new school year.	Janine Appleton & staff input period
01.11.21	2.2	Updated following rise in Stockport case rate during October 21	Janine Appleton
16.12.21	2.3	Reviewed to include Governmental Plan B arrangements	Janine Appleton & staff input period
27.1.22	3.0	Reviewed following de-escalation from England's Winter Plan B.	Janine Appleton





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		<p>Continue with the 'catch it, bin it, kill it' approach.</p> <p>The e-Bug COVID-19 website contains free resources to encourage good hand and respiratory hygiene.</p> <p>All staff to wash their hands as they arrive at school each morning, before they begin work</p> <p>Ensure that the use of hand sanitisers are monitored and supervised especially in those of younger children.</p> <p>These habits to continue to be part of the daily school timetabling routine as 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.</p> <p>See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	<p>All staff</p> <p>All staff and CK</p> <p>All staff</p> <p>RCG</p>		
Poor respiratory hygiene may lead to increased risk of the virus spreading.		<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>Site Manager, cleaning team All staff</p> <p>Site Manager</p>		Continue to monitor
If regular cleaning, particularly of frequently touched surfaces, is not maintained the risk of the virus spreading is increased.		<p>High risk surfaces are regularly cleaned using in class cleaning equipment. Cleaning team will wear gloves.</p> <p>Regular 'touch' areas included in cleaning plan and resources allocated such as wipes for these areas e.g.: phones, photocopier etc.</p> <p>High touch areas in classrooms to be cleaned down twice daily. Cleaning resources deployed to ensure 'live' cleaning takes place during the school day.</p> <p>There is a continued increased commitment to cleaning over the school week, particular of areas frequently touched e.g. toys, desks, chairs, doors, sinks, toilets, light switches.</p> <p>See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	<p>Site Manager to ensure</p> <p>Site Manager and Office based teams</p> <p>Site Manager and all staff</p> <p>Site Manager</p>		Continue to monitor
School policies may not support new or adapted measures within this risk assessment.		<p>Review and update all related health and safety policies with Covid-19 addendum.</p> <p>Monitoring of related policies including this risk assessment to become a regular standing item with AGB.</p>	<p>RCG/ SLT</p> <p>AGB/ JA</p>		Closed
Learning Bubbles are no longer required in school		<p>Consult with the local health protection team in the event of an outbreak. (several reported with an 14 day period)</p> <p>Prepare to return to bubbles/reduced contact if deemed necessary by local health protection team following an outbreak.</p> <p>Staggered breaks are not necessary however, adults will ensure that corridors are not overcrowded and children walk in an orderly manner ensuring that risk is low. (Prepare to return to this if necessary)</p>	<p>SLT</p> <p>SLT and staff</p> <p>All staff</p>		Continue to monitor



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			<p>Staggered start and end of day times are no longer necessary however, the one way parental path will continue to reduce crowding and allow time for sanitising.</p> <p>There is no longer a need for separate staffrooms but adults should be aware of distances and keeping numbers in the room low</p> <p>Lodge ASC will no longer organise groups in year groups and parents may collect from inside the building.</p>	<p>All staff</p> <p>All staff</p> <p>Lodge Staff</p>		
	There may be an increased risk of transmission in areas of the school that are less well ventilated		<p>Co2 monitors are located around school to measure the quality of air. These are monitored regularly.</p> <p>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)</p> <p>In all areas ventilation will be prioritised and where weather conditions allow windows will remain open. These will be closed by the adult responsible for the room before they leave at the end of the day.</p> <p>Water fountains may be used to fill water bottles but not for direct drinking from.</p>	<p>Site Manager</p> <p>All staff</p> <p>All staff</p>		Continue to monitor
	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.		<p>Schools events, such as parental activities can resume following the February half term break, if virus rates continue to fall.</p> <p>Where events do take place, ensure areas are well ventilated, for example keeping all windows open and hall doors open during performances. Children and adults to sanitise hands before and after events. Can the event take place outdoors?</p> <p>Parents are to be strongly encouraged to take lateral flow tests before entering school.</p>	<p>Phase Leaders to ensure</p>		Continue to monitor
	Staff may be asymptomatic and at risk of spreading COVID 19 un-knowingly		<p>The significant majority of adults have had their vaccinations. All staff are encouraged to have a Booster vaccination and the small minority who have not had their first or second dose are encourage to do so.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>During school holidays, lateral flows continue to be taken by staff when meeting people who are vulnerable and before returning to school.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. <a href="#">The guidance on the use of PPE in education, childcare and children’s social care settings</a> provides more information on the use of PPE for Covid-19.</p> <p>Staff to continue to take twice-weekly LFD tests until advised otherwise by PHE.</p> <p>Adults to continue to be mindful of social distancing and the safety of others</p> <p>It is not recommended that primary aged children participate in LFD testing.</p> <p>School environments to be in line with school’s ethos and learning culture but be tidy and clutter free.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>		Continue to monitor



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	Face coverings and adults in school		<p>Face coverings are no longer mandated for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>If there is an outbreak in school, Public Health may advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.</p> <p>Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p>	All staff		Continue to monitor
	Visitors and contractors may be unaware of the school procedures related to this risk assessment.		Visitors to use the QR code or declaration sheet when entering to register their visit to site and will be asked to take a lateral flow before arriving at school.	Admin Team		Closed
	Pupils, staff and parents may be unaware of the changes made to current governmental guidance		<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 and Parentmail as a link to the school website where this will be sited.</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 &amp; RCG</p> <p>Class teachers</p>		
	Someone has recently travelled to a country/ area on the red list and as a result needs to quarantine		<p>This must be disclosed to the school and that the national guidance, relevant at the time, for quarantine must be applied.</p> <p>The pupil will be able to access provision via live lessons links on line directly into the classroom provision if isolating.</p> <p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19). 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>Staff will need to be available to work in school during term time so need to consider quarantine arrangements before booking travel.</p>	<p>Parents</p> <p>Class teacher</p> <p>Admin Team to share with RCG and class teachers as this information is received.</p>		



2. Response to Infection	If pupils or staff present as unwell with Covid symptoms the risk of infection will be high		<p>Advice sought from a first aider to assess condition and next steps.</p> <p>If symptoms are displayed on site the member of staff or pupil will be sent home immediately and they will be asked to take a test</p> <p>Pupil must wait in designated medical room or outside with greater ventilation. PPE may be worn by a member of staff in order to stay with the child if 2 meters distance cannot be maintained, such as a very young child or a child with complex needs. This person does not need to isolate unless requested by Test and Trace or they become symptomatic and should wash their hands thoroughly for 20 seconds after any contact with someone who is not well.</p> <p>If the child uses the toilet whilst waiting it must then be cleaned using standard cleaning products before used by somebody else.</p> <p>If in contact with an infected person, handwashing is essential as is a thorough clean of the room/ space where the pupil or member of staff has been.</p> <p>When the child has been collected, the room must not be used again until it has been cleaned with standard cleaning products. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>In an emergency call 999</p>	<p>All staff</p> <p>All staff</p> <p>RCG to monitor</p> <p>Site Manager to ensure</p> <p>All staff / Site Manager</p> <p>SLT / School Office / RCG</p>		Monitor
	Other pupils are at risk of contracting COVID 19 if they have been in close contact with a positive case		<p>Close contacts will be identified via NHS Test and Trace education settings are no longer asked to undertake contact tracing.</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. This is likely to be only a small number of individuals who would be at most risk of contracting Covid-19 due the nature of the close contact. (See end of Document for illustration)</p> <p>Children and adults who have had two vaccination who are 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 lateral flow tests for 7 days.</p> <p>Children who are under five are exempt from isolation.</p> <p>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.</p>	School office		Monitor
	Support or first-aid has had to be given to a pupil who is displaying COVID-19 symptoms.		<p>The staff member does not need to go-home/self-isolate, unless:</p> <ul style="list-style-type: none"> <li>- The person delivering the treatment develops symptoms</li> <li>- They test positive from a LFD test.</li> </ul>	Staff member		





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	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 school's designated Covid email address <a href="mailto:covid@meadowbankprimary.com">covid@meadowbankprimary.com</a></p> <p>Where the child is well enough, remote learning provision will be put in place.</p> <p>Attendance officer (CG) supported by RCG 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>Phase Leaders</p> <p>RCG</p>		Monitor
	If there are several confirmed cases there may be an increased risk of an 'outbreak' on the premises.		<p>If there are 10% or more cases 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</p>	<p>RCG to co-ordinate</p> <p>SLT</p>		Monitor
	The school is made aware of a positive case of a pupil in school		<p>Parents to contact the school via the designated Covid email address to allow remote learning provision to be put in place during the child's isolation if they are well enough</p> <p><a href="mailto:covid@meadowbankprimary.com">covid@meadowbankprimary.com</a></p>	<p>Parents to inform school</p> <p>Class teacher to initiate remote learning</p>		Monitor
	The school is made aware that the parent or other household member of a child is symptomatic awaiting test results, or tests positive for Covid-19.		<p>Review 16.12.21 – as there is a rise in Covid cases across Stockport school will ask parents to give their child a lateral flow test for 7 days. This will be a request and cannot be insisted upon. This will be reviewed again when infection rates reduce in the locality.</p> <p>The child continues to attend school unless they become unwell or show covid-19 symptoms</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	<p>School office to advise</p> <p>Parents to inform the school</p>		Monitor
3. Curriculum and Pastoral Support	Off site visits may not be aware of their duties with regards to government mitigation measures for Covid 19.		<p>Consideration must be given to effective risk mitigation before planning for visits takes place.</p> <p>Visit RA to outline measures that will be taken to reduce the risk of the spread of COVID 19</p> <p>Any off site visits must seek their RA for Covid-19.</p> <p>Supply/ peripatetic/ sports/ trainees or Trust employees, who work in more than one school, must follow the controls in each school and be provided with copies of the RA for each school they are in.</p>	<p>Class teachers / Educational Visits Leader</p> <p>Class teachers</p> <p>SLT</p>		Closed
	The constraint of Covid-19 and the protective measures may limit the offer of a broad and balanced curriculum.		<p>Music, dance and drama continue to be taught.</p>	<p>Phase Leaders</p>		Closed
	Pupils may suffer the effects of prolonged non-contact from		<p>Use of sports premium channelled into building physical stamina and endurance.</p>	<p>HC/SLT</p>		



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	the school and their peers both in terms of their physical and mental health.		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.  Extra-curricular activities to continue in loose Bubbles. These will be planned with consideration of the current government guidance.	Well-being team  SLT		
	The quality of education may be compromised if remote learning has to take place if a child is isolating.		The School's Remote Education Policy will be adhered to in the event of a child isolating Information about this is published on school's website.  Children will 'dial in' to their classes lessons using Microsoft Teams and work provided via Class Dojo  They will receive educational provision of the quantity and quality that they would receive if on site at school.  Pupils who are abroad and not able to return home will be offered access to remote learning.	Class teacher  Class teacher  Year group team		Closed
4. A culture of Health and Safety	Any non-compliance with Health and Safety legislation may put staff and pupils at risk.		In accordance with all health and safety legislation, all known risks have been identified in this risk assessment.  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.  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.  Senior leaders to conduct half-termly monitoring to the educational aspects of this RA and report this back to AGB.	SLT  All staff  AB/SLT  SLT		Closed

**Further Information and Government Advice –**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

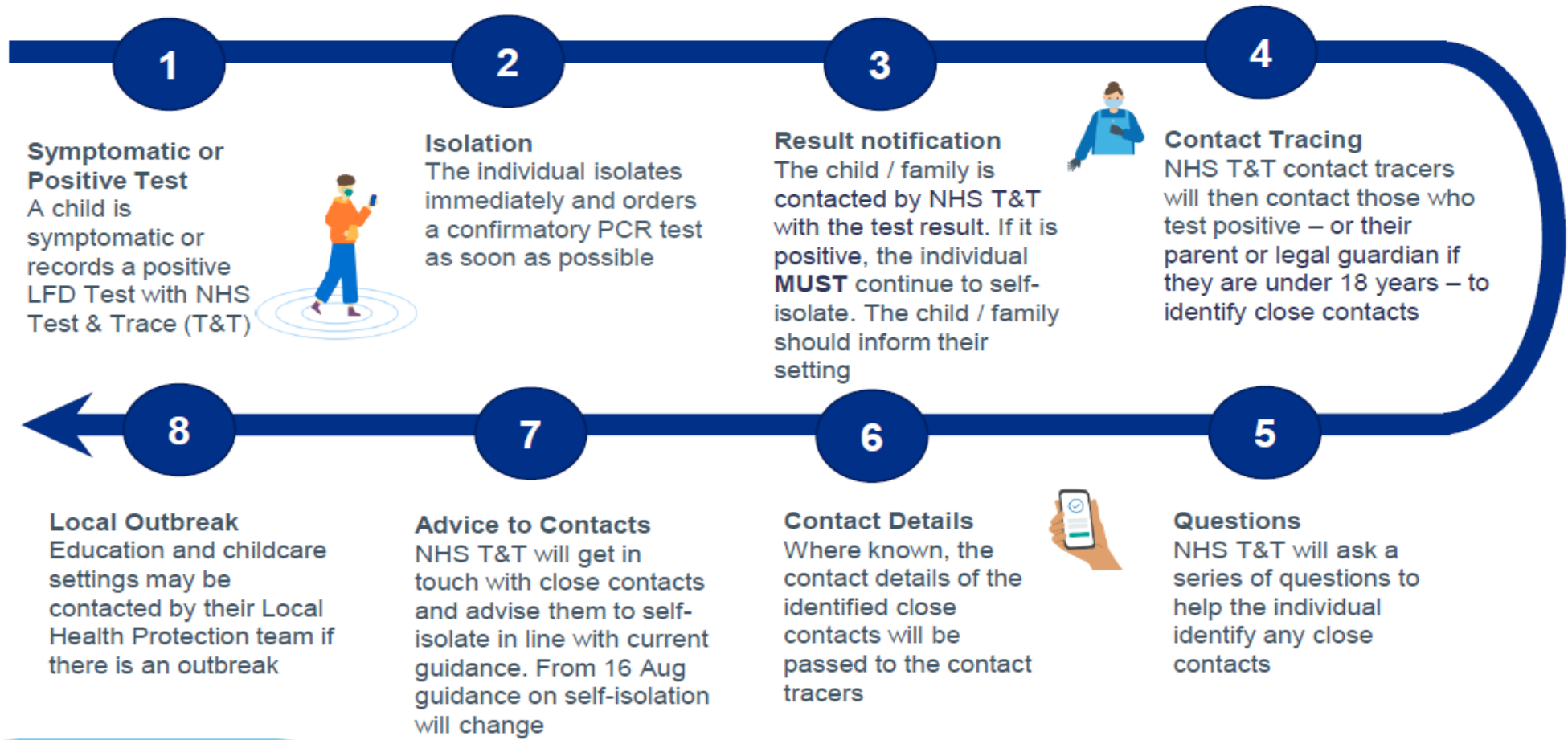
<https://www.nhs.uk/conditions/coronavirus-covid-19/>



# Contact Tracing Journey

## For children and young people in education and childcare settings

**IMPORTANT:** If, at any point, a student, pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.



**Signpost to other advice:**

- Support if you're off work while self-isolating: <https://bit.ly/isolatesupport>
- If you're worried about your health, visit <https://www.nhs.uk/> or call 111.
- Remote learning advice: <https://bit.ly/covidhomelearning>
- Printable [action list](#) for schools/colleges for children with symptoms