



## **Meadowbank Primary School**

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

**Version 2.0 (02.09.21 – school teams input to plan 19.7.21)**

Review dates below



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 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/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



Category of Risk	Area of Risk	Risk Level	Mitigation	Who	Risk Level	Risk Status
1. 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 and current advice. 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.  <a href="https://www.nhs/conditions/coronavirus-covid-19/">https://www.nhs/conditions/coronavirus-covid-19/</a></p> <p>Parents will be reminded of school's Covid-reporting email address.  <a href="mailto:covid@meadowbankprimary.com">covid@meadowbankprimary.com</a></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> <ul style="list-style-type: none"> <li>a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual)</li> <li>a high temperature (hot to the touch on chest or back).</li> </ul>	RCG  JA  KC  Admin Team / RCG	High	Monitor
	Unable to contact parent if child is unwell in school with Covid symptoms.	High	<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>	Admin Team  Admin Team	Medium	Continue to monitor
	Poor hand hygiene may lead to increased risk of the virus spreading.	High	<p>Pupils and staff must clean their hands on entry into the building and when having snack and returning from breaks during the day. They should use hand washing stations or hand sanitisers. Children should sanitise as they leave for home at the end of the day.</p> <p>Continue with the 'catch it, bin it, kill it' approach.</p>	All staff  All staff	Medium	Continue to monitor



			<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>Only two children in a toilet block at one time.</p>	<p>All staff and CK</p> <p>All staff</p> <p>RCG</p> <p>All staff</p> <p>All staff</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>CK</p> <p>All staff</p> <p>CK to ensure</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. Cleaning team will wear gloves.</p> <p>Regular ‘touch’ areas included in cleaning plan and resources allocated such as wipes for these areas eg: 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>CK to ensure</p> <p>CK and Office based teams</p> <p>CK and all staff</p>		<p>Closed</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.	CK		
	School policies may not support new or adapted measures within this risk assessment.		Review and update all related health and safety policies with Covid-19 addendum.  Monitoring of related policies including this risk assessment to become a regular standing item with AGB.	RCG/ SLT  AGB/ JA		Closed
	As groups are allowed to mix there may be an increased risk of an outbreak of COVID 19		Consult with the local health protection team in the event of an outbreak. (several reported with an 14 day period)  Prepare to return to bubbles/reduced contact if deemed necessary by local health protection team following an outbreak.  Staggered breaks are no longer necessary however adults will ensure that corridors are not overcrowded and children walk in an orderly manner ensuring that risk is low.  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.  School's staffroom will be used in a staggered way. FS & KS1 – 12.00 – 12.45 KS2 - 12.45 – 1.30	SLT  SLT and staff  All staff  All staff  All staff		
	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)	CK		



			<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>All staff</p> <p>All staff</p>		
	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. Children and adults to sanitise hands before and after events.	Phase Leaders to ensure		
	Staff may be asymptomatic and at risk of spreading COVID 19 unknowingly		<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 from return to school in September to the end of September.</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>		Continue to monitor
	Face coverings and adults in school		<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and</p>			



			<p>crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to schools.</p> <p>If there is an outbreak in school, Public Health England may advise that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless exempt).</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies heavily on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of Covid-19, however, the evidence to support this is currently limited.</p> <p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p>			
	<p>Visitors and contractors may be unaware of the school procedures related to this risk assessment.</p>		<p>RA overview will be presented to all visitors and contractors and they will be asked to sign to state that they agree to the identified measures.</p> <p>Visitors to use the QR code when entering to register their visit to site.</p>	<p>RCG to adapt current visitor form</p> <p>Admin Team</p>		<p>Closed</p>



	<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 and Parentmail as a link to the school website where this will be sited.</p> <p>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 &amp; RCG</p> <p>SLT</p> <p>Class teachers</p>		
	<p>Someone has recently travelled to a country/ area on the red list and as a result needs to quarantine</p>		<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.</p> <p>Parents to inform school of any travel abroad and follow guidance for quarantine on return e.g. From a red list country quarantine at home for 10 daysCovid-19 tests to be taken on days 2 and 8 after arrival back in the UK</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>Class teacher</p> <p>Admin Team to share with RCG and class teachers as this information is received.</p> <p>All staff</p>		





<p style="writing-mode: vertical-rl; transform: rotate(180deg);">2. Response to Infection</p>	<p>If pupils or staff present as unwell with Covid symptoms the risk of infection will be high</p>		<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 will subsequently receive the link to the current advice on isolation and guidance for isolation of other family members. <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>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>Handout provided to staff and families if symptomatic advising how to book a test.</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>CK to ensure</p> <p>CK to ensure</p> <p>School office to advise</p> <p>All staff / CK</p> <p>SLT / School Office / RCG</p>		<p>Monitor</p>
---	--	--	---	---	--	----------------



	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 and education settings will no longer be expected 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.</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.</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>- Test and Trace require them to self isolate</li> </ul> <p>-They test positive from a LFD test.</p>	Staff member		
	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>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>Phase Leaders</p> <p>RCG</p>		Monitor



	<p>If there are several confirmed cases there may be an increased risk of an 'outbreak' on the premises.</p>		<p>If there are 2 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>		<p>Monitor</p>
	<p>The school is made aware of a positive case within a child's household</p>		<p>The whole household must self-isolate and follow the Covid 19 stay at home guidance  <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>Parents to contact the school via the designated Covid email address to allow remote learning provision to be put in place  <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>		<p>Monitor</p>
	<p>The school is made aware that the parent of a child is symptomatic and awaiting test results.</p>		<p>The whole household must self-isolate and follow the Covid 19 stay at home guidance  <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>Whilst waiting for test results, parents to contact school via the designated Covid email address to request home learning.  <a href="mailto:covid@meadowbankprimary.com">covid@meadowbankprimary.com</a></p> <p>If negative all children in the family may return to school. If positive the family must self isolate and follow PHE and NHS advice.</p>	<p>School office to advise</p> <p>Parents to inform the school</p> <p>Parents</p> <p>Parents/ household</p>		<p>Monitor</p>



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>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>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>Phase Leaders</p> <p>Phase Leaders</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>Extra-curricular activities to continue without Bubble. These will be planned with consideration of the current government guidance.</p>	<p>RP/SLT</p> <p>Well-being team</p> <p>SLT</p>		
	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 Information about this is published on school's website.</p> <p>Children will 'dial in' to their classes lessons using Microsoft Teams and work provided via Class Dojo</p>	<p>Class teacher</p> <p>Class teacher</p>		Closed



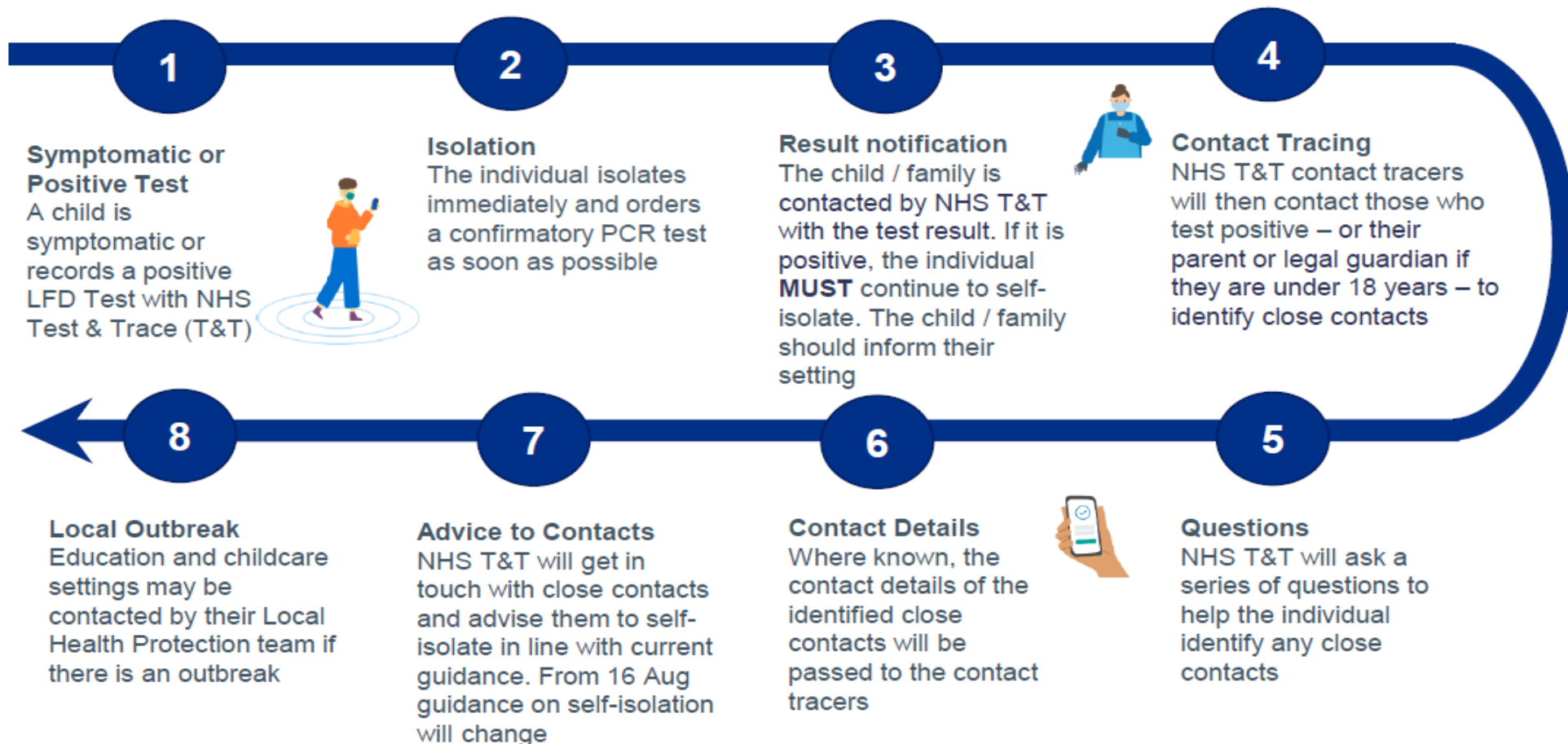
			<p>They will receive educational provision of the quantity and quality that they would receive if on site at school.</p>	<p>Year group team</p>		
<p>4. A culture of Health and Safety</p>	<p>Any non-compliance with Health and Safety legislation may put staff and pupils at risk.</p>		<p>In accordance with 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>		<p>Closed</p>



# 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