

**MIDDLETON PARISH CHURCH SCHOOL
COVID-19 RISK ASSESSMENT**



Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating**			Further Action
	L	C	Total	
<p>Whilst national guidance from the 19th July 2021 (updated 27th August 2021) removed many of the systems of control for educational settings, school will still need to consider which measures to continue to strengthen to ensure that the spread of Covid-19 continues to be minimised.</p>				
<p>1. Ensure good hygiene for everyone</p> <ul style="list-style-type: none"> Hand hygiene - Frequent and thorough hand cleaning are now regular practice. Hand wash facilities are available throughout the school, typically in toilet areas and some classrooms. Each hand wash station is equipped with at a minimum: Soap; Disposable hand towels (Hand dryers have been disconnected to limit the risk of transmission); Water. Sanitising gel is located in each classroom and the main entrance and each staff member, pupil and visitors are required to sanitise on entry to the school. Additional hand sanitiser units are fitted around school. Staff and pupils are asked to wash their hands regularly throughout the day, typically before and after breaks, when they change rooms, lunchtimes, end of day etc. Pupils will be taught how to wash their hands thoroughly using government guidelines. Posters are installed throughout school to remind them of hand washing. These routines will be built into school culture, supported by behaviour expectations, and by helping ensure younger children, and those with complex needs, understand the need to follow them. Staff will supervise the use of hand sanitiser given risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. <p>RESPIRATORY HYGIENE</p> <ul style="list-style-type: none"> Staff and pupils instructed to sneeze or cough into a tissue which is then disposed of in a bin or if no tissue is to hand then to sneeze or cough into the crook of their elbow. Staff and pupils to then immediately wash their hands. Waste to be disposed of following guidance outlined in the COVID-19 Risk Assessment. Individual risk assessments to be completed for children who may struggle to maintain good respiratory hygiene. Ensure appropriate PPE (disposable face masks and gloves) are available in the school first aid kit and in the foyer at the main 	2	5	10	<ul style="list-style-type: none"> Ensure posters (PHE & e-Bug) are displayed in all zones regarding the correct handwashing technique & 'Catch it, Bin it, Kill it' Revisit handwashing and routines week beginning 6/9/21 Respiratory hygiene – for example 'Catch it, Bin it, Kill it'. For tasks where there is a requirement to work closely, such as medical or care routines with pupils, staff have access to suitable PPE such as gloves and face masks. Instruction given regarding the use of PPE. Face masks and gloves are disposable. The sharing of PPE is not permitted. <p>UPDATE 21/10/21 Public Health letter issued advising that '<i>staff within primary schools wear face coverings when moving around the school and in communal areas. Staff may want to consider the use of transparent face coverings whilst interacting with students in classrooms.</i>'</p>

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	<p>reception where those displaying covid-19 symptoms may be quarantined before leaving school premises.</p> <p>FACE MASKS</p> <ul style="list-style-type: none"> The government has removed the requirement to wear face coverings in law, but experts are recommending that face coverings are worn in enclosed and crowded spaces. Some staff may choose to continue to wear a face covering in some circumstances, and school management will support their choice unless there are clear reasons why this cannot be accepted. If school has an outbreak or a substantial increase in cases, the Director of Public Health (DPH) may advise that I should temporarily re-introduce the wearing of face coverings in communal areas by staff and visitors (unless exempt). 				
<p>2. Maintain appropriate cleaning regimes, using standard products such as detergents</p>	<ul style="list-style-type: none"> All staff have access to suitable sanitising equipment (wipes and sprays) which are to be used to wipe down classrooms, work areas and equipment during the day. Teaching assistants will support cleaning staff in ensuring that resources are cleaned Admin, Kitchen & Site Management Staff: Good hand sanitising and washing practices to be adhered to at all time. The site manager is on site throughout the day should any emergency cleaning need to take place. All zones will receive a daily main clean (all areas), using products containing a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) All zones will receive a mini clean (bathrooms) by a member of the cleaning team, using products containing a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, part way through the day. Disposable cloths and mop heads will be used and replaced after each use. Used items will be double bagged and placed in the outside waste area. School cleaners clean and sanitise all school areas, refreshment areas, wash stations and toilet facilities daily, using disposable cloths and disposable mop heads, to clean all hard surfaces, floors, chairs, door 	2	5	10	<ul style="list-style-type: none"> Ensure cleaning/sanitisation equipment is available in each classroom for wiping down areas as required. Ensure appropriate PPE (disposable face masks and gloves) are available in the school first aid kit and in the foyer at the main reception where those displaying covid-19 symptoms may be quarantined before leaving school premises. If water bottles need to be handled by staff, e.g. for refilling, staff should wash hands thoroughly before and after touch. Walkie talkies should be wiped down regularly and after each use, if it is a shared device. Maintain hygiene throughout the day, i.e. wiping down frequent touch points within the classroom; checking that children have turned off the taps; checking that toilets have been flushed (all zones); wiping down window handles; desks should be wiped regularly throughout the day. Classrooms and shared spaces, e.g. staff rooms, outside areas should be left clean and tidy at the end of every day. Laptops used for TTRockstars should be wiped down after being used.

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	<p>handles and sanitary fittings, using a combined detergent disinfectant solution (STA) at a dilution of 1,000 parts per million available chlorine</p> <ul style="list-style-type: none"> Should any staff, pupil, parent or visitor who recently attended school be diagnosed, or self-diagnoses with COVID-19, a deep clean of the school areas they attended will be undertaken immediately. Cleaning staff will be provided with full PPE (including overalls) for this task. <p>Government guidance will be followed for cleaning these areas: -</p> <ul style="list-style-type: none"> 'cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people' School will use the STA cleaner to clean these areas. 'wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished' School will use yellow bags to indicate waste from a contaminated area and store in a separate outdoor bin for 72 hours. 'using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles' School will use the STA cleaner to clean these areas. 'if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron' School will provide cleaners with goggles. <p>Waste Disposal</p> <ul style="list-style-type: none"> The cleaners and site manager will dispose of all possible COVID-19 related waste from the indoor school environment immediately. Should these staff members be unable to, SLT will action. This waste will be stored safely in the isolated bin, which is in area not accessible by children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. 				<ul style="list-style-type: none"> All clutter should be removed. Each zone should determine a rota for the maintenance of each area – cleaning and tidying (wiping surfaces, handles, switches etc.) The shared areas are the responsibility of all staff. Establish a rota within each zone for the use of the toilets to avoid different classes using them at the same time.

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	<ul style="list-style-type: none"> If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. <p>Waste will be...</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. This should be put in a suitable and secure place and marked for storage until the individual's test results are known – there is a separate bin in the waste area for this. 				
3. Keep occupied spaces well ventilated	<p>The school will be, well-ventilated and a comfortable teaching environment will be maintained. This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> 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 will 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>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <ul style="list-style-type: none"> Air conditioning units are NOT centralised ventilations systems so can be used. Toilets: windows will be kept open to allow natural ventilation wherever possible In smaller classes, clean air units will be used <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>Social distancing to be maintained between staff (where possible)</p>	2	5	10	

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<p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19</p>	<p>All staff have been instructed not to attend work if feeling unwell.</p> <p>Asymptomatic Testing Testing remains important in reducing the risk of transmission of infection within schools. Staff advised that, in line with guidance, the LFD tests are optional. Staff should continue to test twice weekly. School will be prepared in line with the 'Outbreak Management Plan' to step measures up or down, depending on local circumstances and guidance from Public Health England.</p> <p>Symptomatic When someone develops symptoms (however mild they may be), they should not come into school. They should isolate at home and seek a Polymerase Chain Reaction (PCR) test as soon as possible. If someone develops symptoms whilst in school, they will be safely sent home to isolate and book a PCR test.</p> <p>Any child awaiting collection will be taken to the small foyer outside main reception, with the door open to aid ventilation, in order to be isolated from others. The member of staff accompanying them will ensure that a 2 metre distance can be maintained, if not they will wear full PPE. If weather permits, they will wait outside the Reception door. If they need to use the bathroom while they are waiting to be collected, they will use the 'Zone 4' toilet, which will then be thoroughly cleaned and disinfected after use. For anyone with symptoms, they should avoid using public and school transport and, wherever possible, be collected by a member of their family or household.</p> <p>The individual should follow the national 'Stay at Home' Guidance for people with possible or confirmed Covid-19 infection.</p> <p>Probable and Confirmed Positive Case Parents should inform school of confirmed cases either by PCR or Lateral Flow Device (LFD) test. As previously, people who test positive on an LFD test must isolate immediately and are required to have a confirmatory PCR test.</p>	2	5	10	<ul style="list-style-type: none"> School to ensure adequate staffing arrangements for any staff member who may test positive with the Rapid Self testing kits. Following notification of a confirmed case of Covid-19, school will send out a 'Warn & Inform' letter to the class/es affected.

All positive cases are required to isolate at home for 10 full days, either from the onset of their symptoms, or test date if asymptomatic. If an asymptomatic case develops symptoms within their isolation, they must restart their isolation from the onset of symptoms. The individual should follow the national [‘Stay at Home’ Guidance](#) for people with possible or confirmed Covid-19 infection.

In a situation where someone is symptomatic but is unable to take a test the school will seek advice from their local Single Point of Contact for a professional assessment as to whether the case should be defined as a probable case of Covid-19.

Please note a staff member or student should not need to be re-tested via an LFD test or PCR test within 90 days of a previous confirmed positive test, unless new symptoms develop, in which case they should book a PCR. If they are re-tested and the result is positive, they will be required to re-isolate.

Where a case has been in the setting during the infectious period (2 days before and 10 days after symptoms/ test date if asymptomatic), school will put in place enhanced cleaning where the positive case has been.

Contact Tracing

School will no longer be required to carry out routine contact tracing as close contacts will be traced by the NHS Test and Trace Service. The NHS Test and Trace Service will speak with the case, or the case’s parent or legal guardian to identify close contacts. Contacts in setting will only be traced by the NHS Test and Trace Service where the case or the parent/legal guardian of the case identifies the individual as having close contact. With close contact being defined as:

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes

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<ul style="list-style-type: none"> a person who has travelled in a small vehicle <i>with</i> someone who has tested positive for coronavirus (COVID-19) or in a large vehicle <i>near</i> someone who has tested positive for coronavirus (COVID-19) people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19) <p>An interaction through a Perspex (or equivalent) screen with someone who has tested positive for Covid-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.</p> <p>School will not routinely be contacted to provide details of close contacts. The school may be contacted in exceptional circumstances to help with identifying close contacts where there is a local outbreak. This is the same procedure when managing other infectious diseases.</p> <p>If staff or parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, school will not release these contact details, as this would be a breach of data protection regulation.</p> <p>Isolation of Close Contacts From 16 August 2021, close contacts who are fully/doubled vaccinated¹ or those under the age of 18 and those who have taken part in or are currently part of an approved COVID-19 vaccine trial, or are not able to be vaccinated for medical reasons will not need to self-isolate. Household contacts who are under the age of 18 or fully/doubled vaccinated will no longer need to isolate while symptomatic individuals await PCR test and results.</p> <p>All close contacts will still be required to self-isolate unless they are exempt (as above). All close contacts identified will be advised to take a PCR test and so school leaders will encourage anyone identified as a close contact by the NHS Test and Trace Service to do so via general communication to staff.</p> <p>lump sum from the local authority. Further information is available on claiming financial support under the Test and Trace Support Payment Scheme.</p>				

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OTHER CONSIDERATIONS	<p>CLINICALLY EXTREMELY VULNERABLE All clinically extremely vulnerable (CEV) children should attend their setting unless they are one of the very small number of children under paediatric or specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>ADMITTING CHILDREN INTO SCHOOL In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent/carer insists on a pupil attending, school will take the decision to refuse the pupil in, if in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. Public Health advice will be sought in all instances.</p> <ul style="list-style-type: none"> • WHERE POSSIBLE Utilise multiple entrances and exits to and from the setting to avoid large crowding and utilise outdoor space. • Parents/carers instructed to practice social distancing when dropping off/picking up pupils. • Staggered start and end times will reduce the numbers on site at any one time. • Staff to remind all pupils of school evacuation plans and make sure they are aware of evacuation routes when they are based in a new environment e.g., in the event of a fire. <p>Start and End of the School Day The staggered 'drop and go' and 'collect and go' system at the start and end of the school day has been beneficial in reducing congestion on the playground and on the roads around school. Therefore, this system will be maintained in September: EYFS should arrive at school for 8.45 a.m. and should be collected at 3.05 p.m. KS1 should arrive at school for 8.50 a.m. and should be collected at 3.15 p.m.</p>	2	5	10	

	<ul style="list-style-type: none"> • KS2 should arrive at 8.55 a.m. and should be collected at 3.20 p.m. • For families with siblings, your children can be dropped off and collected at the later times, i.e. 8.55 a.m. and 3.20 p.m. • WHERE POSSIBLE Reduce the number of occasions where larger numbers of adults come into the building by utilising remote communication methods. Autumn parents' evening to be conducted remotely. • All children are expected to attend school, where appropriate penalty notices will be issued for non-attendance. The attendance officer will pursue cases of non-attendance, escalating as appropriate. <p>TRAVEL & QUARANTINE</p> <ul style="list-style-type: none"> • Parents travelling from abroad should bear in mind the impact on their child' education which may result from any requirement to quarantine or isolate upon return. <p>FOUNDATION STAGE</p> <ul style="list-style-type: none"> • Initial focus on routines, behavioural expectations and wellbeing. • In addition to whole school hand cleaning routines FS children will wash/sanitise hands before every choosing time, before going outdoors and retuning inside from outdoor play.. • All resources in each area of learning will be thoroughly cleaned at least once a week and cleaning will be signed off on a rota. • In EYFS children can now access water and sand in their continuous provision. Playdough can be used, but MUST NOT be shared. • Playdough will be used, with new playdough each day. Children to be taught safe play routines including cleaning/sanitising hands before play, no eating, licking etc. If this behaviour is observed dough will be disposed of immediately. If dough is not available other alternatives to be offered in this area. • All models/creations to be taken home by the child the same day. • Sand indoors will be used. Children to be taught safe play routines including cleaning/sanitising hands before play. All sand to be brushed off resources at the end of the day and resources cleaned. Sand to be sprayed with diluted Milton, mixed and left to air dry overnight. Sand to be discarded and replaced at least half termly. • Outdoor sand can be used again. • Bike handles to be wiped at the end of each day. • All outdoor resources to be thoroughly cleaned at least once a week on a rota. 	2	5	10	
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- Children will bring their own wellington boots, no shared wellingtons will be used.
- Water play to continue with warm water and soap added. Water to be replaced regularly during the day if needed.
- Children to be taught safe play routines in the home corner including not putting cups/cutlery/play food in mouths. Any items children have had in their mouths will be removed and cleaned. Resources in this area will be limited and cleaned regularly.
- Any items that have been in children's mouths will be removed from play and thoroughly cleaned.
- No toys from home to be brought into the setting.
- Appropriate PPE to be worn when intimate care is necessary.
- Staff will continue to offer children emotional support in appropriate ways.

SEND/BEHAVIOUR

- SEND & children with identified behavioural issues have had specific preparation to support their return to school. Pupil passports have been updated to reflect this and identify additional matters that may need further adjustment. All SEND/Behavioural/vulnerable families contacted to pre-empt, discuss and support the challenges for a return to school life.
- Risk assessments have been completed for children with known medical issues that may put them and others at greater risk.
- Risk assessments have been completed for children with SEND.
- Older pupils will be expected to follow all guidance and instructions regarding hygiene and distancing. Pupils of any age who intentionally disregard these safety instructions or present a higher risk to staff and other children due to their poor behaviour will be managed via the school behaviour policy.
- Staff advised that risk assessments are working documents that are available and known to all staff working with children who have them for whatever reason (SEND, behaviour, medical). These should be followed and updated as required. IEPs/IBPs to be included in the weekly phase meeting and updated as required. A copy of any updated paperwork should be uploaded to CPOMS. Staff should maintain regular communication with families identified as vulnerable.
- Behaviour Policy revisited with staff

SCHOOL WORKFORCE

- Staff will not enter the building until 7.30 a.m. and will leave the site by 5.15 p.m.
- CEV people are advised, as a minimum, to follow the same guidance as everyone else. They are encouraged to think about what additional precautions they may wish to take. These will be formalised in an individual risk assessment. Further guidance www.hse.gov.uk/coronavirus/working-safely/protect-people.htm
- Staff will be encouraged to take the vaccine.

SCHOOL MEALS

- School will continue to operate a staggered lunchtime to enable adherence to social distancing and reduce the risk of transmission.
- Children who have packed lunches will eat their lunch in classrooms.
- EYFS to have a separate dining area
- School breaks to be staggered
- The playground will remain zoned with one year group only in each zone at any time

COMMUNICATION

Home-school communication is very important to us and this year we have set up class e-mails, 'Evidence Me' and 'Class Dojo' to enhance our home-school communication systems.

- Parents continue to contact class teachers via the class email and the school office via the office @ email.
- 'Class Dojo' & 'Evidence Me' to be used **ONLY** to celebrate a child's achievements.
- Class teachers will continue to share class news via Class Dojo.
- Reporting a child's absence should be done before 9:15 a.m. by telephone.
- Parent meetings will be by appointment only.
- Parents will be allowed in to the reception area to talk to office staff; one person is allowed in the entrance area at a time.
- Office staff will use 'Class Dojo' to communicate messages with parents where ever possible. Newsletters etc. to be posted on 'Class Dojo' and emailed.

EDUCATIONAL VISITS

- Full and thorough risk assessments in relation to all educational visits should be undertaken, including public health advice in regards to

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	<p>hygiene and ventilation requirements. General guidance about educational visits is available www.gov.uk/government/publications/health-and-safety-on-educational-visits and supported by specialist advice from the Outdoor Education Advisory Panel https://oeapng.info/</p> <p>WRAPAROUND AND EXTRA-CURRICULAR ACTIVITY</p> <ul style="list-style-type: none"> From September, 'Before and After' School Club will take place in the main hall, with a plan that children from Reception to Year 6 will once again be together. Children should arrive between 7:45 a.m. and 8:30 a.m. and be collected before 5:15 p.m. from the main school door. Children who already have a place on BASC will, subject to any requests for change, have this place carried forward. Parents and carers who have made enquires for new places will be contacted before the end of term. Payment should continue to be made via Parent Pay. Extra-curricular activities will be considered in line with Public Health information. 				
ATTENDANCE					
<ul style="list-style-type: none"> School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code 'X' (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as Code 'I' illness. Further guidance about the use of codes is provided in the school attendance guidance https://www.gov.uk/government/publications/school-attendance 					
REMOTE EDUCATION					
<ul style="list-style-type: none"> See 'Remote Education' policy. This will be reviewed and amended as required by Mrs Wainwright (Acting Deputy Head) 					
EDUCATION RECOVERY					
<ul style="list-style-type: none"> Assemblies will continue to take place via 'Zoom' for the foreseeable future. Any assemblies to take place with individual groups in their allocated classroom spaces. Swimming will recommence Music tuition will recommence Catch-up Premium www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19/catch-up-premium 					

****Risk Level Rating**

Likelihood	Consequence	Risk Rating
1 – Rare	1 – Damage/Loss of Production	1-4 Acceptable No further action required. Ensure that controls are maintained.
2 – Unlikely	2 – Minor Injury	5-9 Adequate Look to improve at next review.
3 – Possible	3 – Lost time Injury	10-16 Tolerable Look to improve within specified timescale.
4 – Likely	4 – Major Injury	17-25 Unacceptable Stop activity and make immediate improvements
5 – Certain	5 – Death	

DfE Guidance 27/08/21

Public Health Advice 21/10/21