


Educational Setting:	Rackham (CE) Primary School
Activity/Task:	Covid-19 Risk Management Assessment (Educational Setting)
Completed by and date:	Bridget Harrison January 2022
Review dates:	Original: 24 th March 2020 Reviewed: 6 th July 2020, 25 th August 2020, 05.11.20 (new national guidance) 08.12.20 (updated national guidance 03.12.20), 18.12.20 (updated guidance) Feb 1 st 2021, 25.02.21, 01.03.21, 13.04.21 11.05.21 14.06.21, 16.06.21, 07.07.21, 20.08.21, 01.10.21, 29.11.21, 04.01.22



This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

Risk Assessment based on guidance from:

- The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs); DfE
- Protective measures for holiday and after-school clubs during the coronavirus (COVID-19) outbreak (applies until Step 4); DfE, Updated 7 July 21
- Contingency framework: education and childcare settings August 2021
- Schools COVID-19 operational guidance Updated 17 August 2021
- DfE Guidance Updated 28/11/2021
- 5/01/2022: Press release: Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results
- Guidance Actions for schools during the coronavirus outbreak: What all schools will need to do during the coronavirus (COVID-19) pandemic. (updated 05/01/2022)
- Guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (updated 11/01/2022)
- COVID-19: Actions for out-of-school settings January 2022 (DfE)

THESE MEASURES WILL BE REVIEWED REGULARLY BY SENIOR MEMBERS OF STAFF. STAFF AND PARENTS SHOULD SPEAK TO SENIOR SCHOOL STAFF IF THEY HAVE ANY CONCERNS.



Risk Description/Area of Concern	Level of risk	Risk Controls	Level of risk	Likelihood	Responsible person	Line Manager
The school lapses in following national guidelines and advice.	M	<ul style="list-style-type: none"> HT and office subscribe to DfE daily email updates and check mainstream media and social media daily for national covid news and guidance changes. Regular email updates from Service Director, Education at the Local Authority are read and forwarded by the HT to Finance, Office, SLT and Chair of Governors. Any change to information to be shared with staff and parents/carers by email/telephone/ WhatsApp (staff) Monitoring measures in place to ensure all stakeholders are following the guidance that has been shared with them. 	L	L	BH	N/A
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> School leaders to ensure that all policies impacted by coronavirus controls are updated All staff to make themselves aware of all relevant policies and procedures Staff to be reminded regularly about school's infection control procedures in relation to coronavirus and to advise Head/Deputy/Office immediately if they develop symptoms in school or at home, and/or test positive for Covid- 19 Parents to be made and kept aware of school infection control procedures and given advice about what to do if their child develops symptoms of Covid-19 and/or tests positive Pupils to be made aware of school infection control procedures and to be reminded to let an adult know if they feel unwell. Regular reminders given, and care taken to ensure children who are absent are briefed when they return. 	L	L	BH	/
Poor hygiene practice – specific: school entrance	M	<ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down regularly Parents/visitors to be reminded not to enter school during this period of high and rising cases. Essential visitors are reminded not to enter if they are unwell and asked not to enter the school building unless absolutely necessary. All visitors deemed essential are asked to wear a face covering when entering and moving around school. HT to stand on gate every morning and ensure adults and children are keeping distanced Face masks for parents/ carers are recommended, but not enforced. 	L	L	AL, SMF, DB,	BH, JA



<p>Poor hygiene practice in school (general)</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the importance of frequent and thorough hand cleaning using soap and water or sanitizer • Pupils to wash their hands with soap and water/sanitizer before and after break times and lunchtimes for no less than 20 seconds • Teachers and TAs to reiterate key messages in class-time to pupils to: <ul style="list-style-type: none"> ○ Cover coughs and sneezes with a tissue ○ To throw all tissues in a bin ○ To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 70 percent alcohol) and tissues to continue to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins supplied in all toilets and kitchen areas • Infection control procedures to be adhered to as far as possible in accordance with the DfE and PHE’s guidance • Additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms. • Parents recommended to wear face covering at drop off and pick up times • Staggered start and end times to enable greater social distancing by parents will remain at present but will be revisited at half term. 	<p>M</p>	<p>M</p>	<p>JA, DB</p>	<p>BH</p>
<p>Poor hygiene practice – specific: spread of potential infection at the start of the school day.</p>	<p>M</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Information to be issued to parents, carers and visitors advising not to enter the school site if they display any symptoms of coronavirus. • Pupils to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Soap and water to be the first choice for this. School to ensure there are enough hand washing facilities available. The correct hand washing routine to be followed at all times. • Small children and pupils with complex needs to be helped to clean their hands properly. 	<p>L</p>	<p>L</p>	<p>JA, AL, DB</p>	<p>JA</p>



Risk to staff and pupils if a pupil becomes ill in school with Covid-19 symptoms	H	<ul style="list-style-type: none"> If a child in school displays one of the 3 main symptoms of Covid-19 (however mild) – a new, continuous cough, a high temperature (they are hot to the touch) or sudden loss of taste and/or smell, the child will be isolated in school and parents/carers will be informed. School will ask parents/carers to arrange a PCR test for that child as soon as possible and isolate the child pending the result of the PCR. If a pupil is waiting collection, they will sit in the allocated space within sight of our office staff by the main school entrance. Staff attending to the child in school will wear appropriate PPE if in close contact (within 2 metres). The chair will be cleaned when the symptomatic child has left. Parents will be advised to follow PHE stay at home guidance If a parent/carer insists on a symptomatic child attending school, a decision may be made by the Headteacher or Deputy to refuse the pupil if, in the reasonable judgement of the school, it is necessary to protect other pupils or staff from possible infection. Where children have specific additional needs which mean a risk to other children and staff is higher, a separate risk assessment to be completed All positive Covid-19 cases (PCR and LFT) will be reported to the DfE to enable the Local Authority to monitor the number of positive cases in all settings and provide appropriate support, activating the local outbreak management plan if necessary. 	M	M	ALL	AL, BH
Poor ventilation can place additional risk to staff and pupils	M	<ul style="list-style-type: none"> Occupied rooms will be kept well ventilated, especially if there are pupils in the room who have positive close contacts at home. External windows, (where available), and internal doors will be opened to improve ventilation; if necessary, external doors may also be used (if they are not fire doors and where safe to do so) A balance will be made between the need for increased ventilation and the need to maintain a comfortable temperature Children to attend school in PE kits on days when they have PE to avoid the necessity to change in school classrooms. No rucksacks or school bags brought into school to avoid unnecessary crowding and close contact in cloakroom areas. 	L	L	All staff	JA, BH
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> All cleaning and associated health and safety compliance checks to be undertaken prior to opening every day A nominated member of staff to monitor the standards of cleaning in school and identify any additional cleaning measures (DB) Touch points covered at lunch time every day Back – up cover plan ready if required due to staff shortages on the cleaning team. Class teachers wipe touch points regularly in classrooms throughout the day. 	L	L	CG, MS	DB
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> Where possible, Contractors to attend when children are not in school. In situations where visitors are required in school (Sp & L, for example) – they must wash hands either prior to or on entry to the school site and asked to wear face covering when walking into and around school. LFD testing is recommended before such visitors arrive at the school. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Planned events in school that involve parents/visitors entering the school building will be risk assessed and reviewed, and may be postponed/cancelled, depending on the risk from Covid-19 and/or advice from the LA and Public Health. 	L	L	DB, AL, SMF	JA



Risk to ability to provide hot meals if kitchen staff are absent.	H	<ul style="list-style-type: none"> • All kitchen staff to wear masks and maintain 2 metres from children while serving food • All kitchen staff to maintain 2 metre distance from each other when working in the kitchen where possible • Ventilation in kitchen increased – external door permanently open and from sash screen permanently opened with hall doors open. • Parents pre warned and notified of any necessity to stop preparing hot food due to staff shortages. • Where a pre – prepared packed lunch option is not possible due to staff shortages, FSM children will be issued food vouchers via Wonde and other children will need to bring a packed lunch from home. 	M	H	MP, HK, EB	JA, AL
Risk to staff and pupils if a pupil develops Covid-19 symptoms at home	M	<ul style="list-style-type: none"> • Parents advised not to send their child to school if they have symptoms, or if they have tested positive for Covid-19. Link to Guidance. • The main symptoms of Covid-19 are: a new, continuous cough, (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours); a high temperature of 37.8 degrees Celsius or above, or feeling hot to the chest or back; a loss or change in sense of smell or taste. • A number of other symptoms have also been identified which may be linked and an indicator of Covid-19 infection, although these are also common in a number of other illnesses – loss of appetite; sore throat; extreme tiredness; sneezing; headaches; diarrhoea; joint pain or muscle ache; vomiting; nausea; runny nose or congestion. • Pupils and staff who test positive on a lateral flow test should isolate immediately and won't be required to take a confirmatory PCR test. Staff are requested to take lateral flow tests every day during term time until further notice. • Government advice is that pupils do not need to regularly test unless they have been a close contact of someone who has tested positive for Covid-19. School may, however, be advised to request daily lateral flow testing if there are high numbers of confirmed cases in school. • Anyone who develops one of the three main symptoms of Covid-19 should self-isolate and arrange a PCR test. • Anyone who receives a positive lateral flow test result should report their result on the Government website and self-isolate immediately. • In most cases, parents and carers will agree that, if their child has symptoms, they should not attend school. However, if a parent/carer insists on a pupil attending school, we may take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection. Any decision will be made by the Headteacher/Deputy and will be made after careful consideration in light of all the circumstances and current public health advice. • School will report all positive cases to DfE via the daily return survey to enable Public Health to monitor the number of cases and provide appropriate advice, on a case-by-case basis, taking into account the current situation and local epidemiology. 	L	L	AL, SMF JA	BH



<p>Risk to pupils, staff and visitors if an asymptomatic individual attends school when they are a close contact of a positive COVID-19 case</p>	<p>H</p>	<ul style="list-style-type: none"> Adults in school are currently being asked to wear a face covering when moving around school, but not outdoors. Parents/carers of children who are close contacts of a positive case in or out of school will be strongly advised to arrange for their children to take a lateral flow test every day for 7 days and report the results via the online Government NHS system. This also applies to staff in school. Close contacts in school will be identified by class teachers and parents will be notified by the school office. Adults in school who are identified (by school or NHS Test and Trace) as being close contacts of a positive case will be asked to take a lateral flow test every day for 7 days; if they have been double-vaccinated, they will not need to isolate unless they have one of the main Covid-19 symptoms. The 10-day isolation period for people who record a positive test result has been reduced and Isolation can be ended after 5 full days provided, they get a negative lateral flow test result on day 5 and day 6 and they do not have a high temperature. If either test is positive, they must continue to self-isolate until they get 2 negative test results a day apart, or they have completed 10 full days of self-isolation. Day 1 of self-isolation is the day after symptoms start or the day after the positive test result if the individual did not have symptoms. 	<p>M</p>	<p>H</p>	<p>All</p>	<p>AL, SMF BH</p>
<p>Concern that current measures will not be sufficient if there is a large number of cases in school</p>	<p>H</p>	<ul style="list-style-type: none"> All cases in school will be recorded, monitored, and reported to the Local Authority using DfE daily return Public Health will work with school to monitor cases and will support school to implement any additional or revised measures such as the reintroduction of separate 'bubbles'. Where workforce issues arise due to staff needing to isolate, existing staff will be used more flexibly to ensure the safe opening of school. As pupils are currently not required to be kept in separate consistent groups, we may combine classes, eg in the hall. 	<p>M</p>	<p>M</p>	<p>BH</p>	<p>/</p>

