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| **School/ Setting** | Trafford School | **Date of Assessment/ Review:** | 30.11.21 |
| **Assessment Completed By** | Simon Parker |

**COVID Risk Assessment**

**Staying COVID Secure – Our Commitment**

* We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
* We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
* We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
* We will continue to comply with all relevant Health and Safety Legislation
* For those schools that buy back the Health and Safety and HR SLA’s there is additional guidance on the Trafford Services for Education Website.

**Employees**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Additional Action Taken / Further Information** |
| **01** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) (CEV) should currently attend their place of work if they cannot work from home.  An individual risk assessment will be done by the school for staff who are classed as CEV. |  |  |  | All staff individual risk assessments should be reviewed and updated regularly. |
| **02** | All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date.  If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the ‘[Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)’  If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period.  If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus.  Staff are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:   * they are fully vaccinated * they are below the age of 18 years and 6 months * they have taken part in or are currently part of an approved COVID-19 vaccine trial * they are not able to get vaccinated for medical reasons   Staff should take a PCR Test if they have been a close contact or a household contact of a positive case.  If staff are not fully vaccinated, they should self-isolate immediately if someone in their household/support bubble becomes symptomatic or if they have been identified as a close contact in school.  Staff are required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone who is a confirmed case of the new Omicron variant. |  |  |  | If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus.  [NHS Test and Trace: how it works - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)  Information on getting a test is available at:  [Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)  Also refer to the additional Trafford Public Health Guidelines.  Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. |
| **03** | The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing |  |  |  |  |
| **04** | The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.  All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided. |  |  |  |  |
| **05** | The school will hold an up-to-date list of anyone aged 18 yrs and 6 months who have been double vaccinated for business continuity reasons. |  |  |  |  |
|  | **Additional Information:** | | | | |

**Pupils**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **06** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.  Parents must notify school of any child who may be registered as clinically extremely vulnerable. |  |  |  | Risk assessment sent to all parents and made available to parents on website. |
| **07** | All pupils with a COVID-19 positive test result should stay at home and self-isolate immediately.  Pupils with symptoms of COVID-19, no matter how mild, should arrange to have a PCR test as soon as possible. They must not attend school until their test result is known. If test is negative, and they are well, the pupil can return to their school.  Pupils aged under 18 years, 6 months are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. They should take a PCR test either visiting a test site or ordering one online. They do not need to isolate whilst awaiting their results.  If positive, they must follow the [Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). |  |  |  | Risk assessment sent to all parents and made available to parents on website. |
| **08** | Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity. |  |  |  | This is in line with the Urmston Primary School’s Remote Education policy found on the website. |
| **09** | It is no longer recommended that it is necessary to keep children in consistent groups (‘bubbles’).  Schools should make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. |  |  |  | There will no longer be staggered start and finish times to the school day or zones in the playground. Nonetheless, this will be under constant review and parents have been made aware that, if needed, measures may be re-introduced. Assemblies have been introduced but this will be monitored based upon monitoring the new Omicron variant and its local prevalence. |
| **10** | Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;   * Primary school staff should complete twice weekly tests at home. |  |  |  | All staff have been made aware of the routine for collection of LFDs. Staff have been asked to take tests on Mondays and Thursdays when they return home from work. |

**Social Distancing**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **11** | Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers still have a legal duty to ensure the health and safety of their staff. |  |  |  | When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;   * Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. * Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. * Car sharing should be avoided where possible   With the concern of Omicron, staff are also expected to wear face coverings in all communal areas. This is in line with the outbreak management plan below. |

**Infection Control, Cleaning and Hygiene Arrangements**

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| **Ref** | | **Control Measure** | **Yes** | | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **12** | | Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.  They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.  If positive, they must follow the [Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).  Staff and parents must fully engage with the NHS Track and Trace process. |  | |  |  | This has been communicated to staff who have all had a copy of this risk assessment as well as parents who have been sent a copy. |
| **13** | | Staff who experience symptoms as above whilst at work to immediately go home and follow the [Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). |  | |  |  |  |
| **14** | | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.  Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so.  If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.  If the pupil needs to go to the bathroom while waiting to be collected, they should use disabled toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.  Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.  The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.  The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.  Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). |  | |  |  | Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.  Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home. |
| **15** | | Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained. |  | |  |  | This is ensured by the Site Manager and Caretaker. |
| **16** | | All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).  Pupils will be encouraged to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.  In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with pupils. |  | |  |  | Staff have these discussions with their pupils regularly. |
| **17** | | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it).  The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.  Additional lidded bins and increased emptying / replacement are provided / in-place. |  | |  |  |  |
| **18** | Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.  Cleaning materials will be available throughout the school to allow cleaning of shared materials. | |  |  | |  | Sanitiser wipes are made available. |
| **19** | All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.  Classroom windows should be open to allow natural ventilation (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) and if safe to do so, external opening doors may also be used.  Standalone air-conditioning units may be used as normal. Centralised ventilations system that removes and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.  Where it is difficult to maintain a comfortable temperature, the school will consider allowing pupils to wear additional items of clothing in addition to the school’s uniform. | |  |  | |  | Good ventilation can be achieved by a variety of measures including:   * mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply * 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 can 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).   To balance the need for increased ventilation while maintaining a comfortable temperature, consider:   * opening high level windows in colder weather in preference to low level to reduce draughts * increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) * providing flexibility to allow additional, suitable indoor clothing   Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.  Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays. |
| **20** | A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:   * Toilets * Door Handles/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopiers * White Boards * Play Equipment   Public Health (PH) have published [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) on cleaning. | |  |  | |  | Led by the site manager and caretaker. |
| **21** | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc. | |  |  | |  | [**Hand-Washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)  [**Hand-Washing Poster**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf) |
| **22** | Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene. | |  |  | |  |  |

**Response To An Infection**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **23** | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:   * Those with symptoms book a test * Contact Outbreak Management and Contact Tracing Hub, (OMCTH) ([covidtrace@trafford.gov.uk](mailto:covidtrace@trafford.gov.uk)) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case). * OMCTH will then work with school to determine actions to be taken. * Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or OMCTH. |  |  |  | See Outbreak Management Plan Below |
| **24** | If an outbreak occurs, the school’s Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local |  |  |  | See Outbreak Management Plan Below |

**Key Roles and Responsibilities**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **25** | Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary. |  |  |  |  |
| **26** | Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene. |  |  |  | Managed by the Site Manager with the Caretaker and Trafford cleaning services. |
| **27** | Sufficient numbers of trained staff are in place to provide recommended First Aid provision. |  |  |  |  |
| **28** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.  New advice of fire doors and fire evacuation drills has been issued to schools: [Revised Fire Guidance](https://trafford.us12.list-manage.com/track/click?u=96d77f9820ca9e1d6a0e1839c&id=d61066e3dd&e=037d70fd62) |  |  |  |  |

**Statutory Premises Compliance and Maintenance**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **29** | **PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:**   * **Fire Alarm and Detection** * **Powered Doors / Gates** * **Legionella and Water Testing** * **Electrical Safety** * **Gas Safety** * **PAT Testing** * **Asbestos Management**   **All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.** |  |  |  | The headteacher works with the Site Manager reviewing and auditing health and safety measures, both C-19 and non-C-19 related. |
| **30** | **Defect Reporting arrangements are in place and all staff are aware of the arrangements.** |  |  |  |  |

**Outbreak Management**

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| **Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.**  **N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **01** | If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.  ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY. |  |  |  | The school’s remote learning platform (Seesaw) and Remote Education policy remains.  Provision will be in place for key worker children attendance (as per national lockdowns).  Parents will be made aware of any updates regarding the Omicron variant via email. |
| **02** | When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants. |  |  |  | Increased use of home testing for staff may be needed. |
| **03** | Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups. |  |  |  | Previous measures will be re-introduced. This may be a part model of previous procedure but may include the following:  Bubbles be initially class-based. However, in line with guidance these will be extended to year groups when specialist teaching and learning is required to support and challenge all pupils most appropriately, and also when providing small intervention groups.  ***NURSERY:*** Will be kept as a separate bubble  ***RECEPTION:***  **Classes I6 and I7** will continue with usual practice – initially class bubbles but continuous provision will require year group bubbles  **Class I5’s Reception children** will continue to access continuous provision with other Reception children and in phonics groups as required.  ***KS1:***  **Class I1** will be in a class bubble other than when small intervention/phonics groups are necessary to support individuals and small groups.  **Classes 2 and 3** **(Year 2)** will be class bubbles other than when in phonics groups and other small interventions as necessary, when they will be year group-based.  **Class 4** will be a class bubble other than in spelling groups and other small, year group-based interventions.  **Class I5’s Year 1 children** will be in a class bubble other than when small intervention is necessary to support individuals and small groups. *(There may be cases when children need to be supported in other year group phonics sessions)*  ***KS2:***  **Year 3 and 4 (Classes, J1, 2, 3 and 4)** will be class bubbles other than in spelling/maths groups and other smaller year group-based interventions.  **Year 5 and 6 (Classes J5, 6, 7 and 8)** will be year group bubbles in the mornings and class bubbles in the afternoons, unless circumstances require them to be year group based (e.g. distancing in the hall)  **Staggered Times:**  **Nursery:** 8.45am – 3.30pm – *due to space, parents can continue to drop off between 8.35am and 8.45am and pick up between 3.20pm and 3.30pm, to lessen congestion. Parents of part-time children will continue to pick up at 11.45am and enter through Wycliffe Road.*  **Infant Classes 1, 4 and 7:** 8.40am until 3.15pm  *C1 enter through the hall and exit through the middle entrance.*  *C4 enter and exit through the middle entrance.*  *C7 enter through the main infant entrance and exit from their classroom door.*  **Infant Classes 2, 3, 5 and 6:** 8.55am until 3.30pm  *C2 enter through the hall and exit through the middle entrance.*  *C3 enter and exit through the middle entrance.*  *C5 enter and exit through the main infant entrance*  *C6 enter through the main infant entrance and exit through Class 7.*  ***Years 4 and 6:*** *8.40am – 3.15pm (usual entrances)*  ***Years 3 and 5:*** *8.55am – 3.30pm (usual entrances)*  ***BREAK TIMES:***  **Infant Classes 1, 4 and 7:** *10.15am and 2.15pm*  **Infant Classes 2, 3, 5 and 6:** *10.30am and 2.30pm*  **Years 4 and 6:** *10.15am and 2.15pm*  **Years 3 and 5:** *10.30am and 2.30pm*  ***LUNCH TIMES:***  **Infant Classes 1, 4 and 7:** *11.45am to 1.15pm (C1 lunch in the junior hall/class, C4 and C7 in the hall)*  **Infant Classes 2, 3, 5 and 6:** *12pm to 1.30pm (C2 and C3 lunch in junior hall,, C5 and C6 in the infant hall)*  **Years 4 and 6:** *11.50am to 12.55pm*  *(packed lunch in classes)*  **Years 3 and 5:** *12.05pm to 1.10pm*  *(packed lunch in classes)*  **As pre-lockdown, parents can drop off children without lining up, etc – staff will be on hand to guide children in to class.** |
| **04** | Temporary re-introduction of face coverings.  In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. |  |  |  | Face coverings worn by staff and visitors, in communal areas unless they are exempt. This is now in place and is expected from parents at drop off and pick up also. |
| **05** | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.  SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT. |  |  |  | * Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. * Remote learning platform in place for children who are advised to shield. |
| **06** | Temporary limit to certain school activities;  - residential educational visits  - open days  - transition and taster days  - parental attendance in settings  - performances in settings  -sports days |  |  |  | Risk assessments in place. |

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| **Any Additional Information and Control Measures (Detail Below)** |
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| **Approved by (Head Teacher/ Chair of Governors)** | Simon Parker/Derek Brown | **Date of Approval** | September 2021 |
| **Date Provided to Unions** |  | **Date of Review** | 30th November 2021 |
| **Date shared with all staff** | September 2021 | | |
| **Date shared with Parents/Carers** | September 2021 | **Date shared with LA** |  |