

## **COVID19: September 2021**

**SCHOOL NAME: Fawbert and Barnard's Primary School**

**OWNER: Sue Spearman**

**This risk assessment was originally written with part opening in place, from 8<sup>th</sup> July it is being written for full opening from September.**

**DATE: 2/8/21**

**Previous versions have been shared with parents, staff, governors and trustees**

**LGB signed off the RA on 21/5/2020, V7 signed off 14/10/20, V12 signed off March 21, V13 26/5/21 V14 15/9/21**

**Trustees signed off the RA on 27/5/2020, full opening signed 2/9/2020**

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) and ensure the school continues to operate in a safe way.

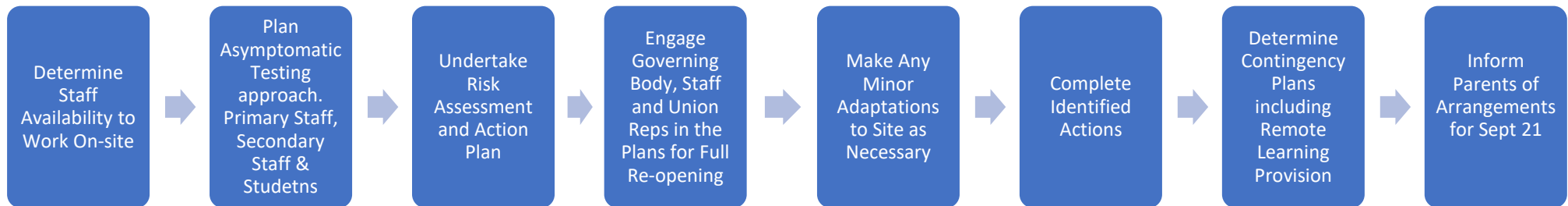
Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (Jan '21) – to cover lockdown
- CYP Response Plan (Jan '21)
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010

- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

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- "This is a dynamic risk assessment, to be updated as new information becomes available. Alterations to this document will be recorded with version numbers, (V 1:00) and dated. Each version will be stored, giving a demonstrable paper trail.
- It is the responsibility of the Headteacher or persons deputising to update the dynamic risk assessment. The health and safety governor will scrutinise this process.
- The risk assessment is not able to assess the risk posed by the virus itself or the level of infected persons in the community, it relies on advice from government, both central and local, to take this risk into account in their advice to schools.
- It is the responsibility of the Headteacher to reduce the risk if there are an unreasonable number in the medium and high category. Action may include reducing pupil numbers and or closing the school "

### Steps of Re-opening Preparation:



### Risk Assessment/ Action Plan Sections:

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in risk assessment and planning</b>	Risk assessment process fully engages staff, governing body and union representatives	Staff and Governors are unaware of the opening of school	M	Share risk assessment with trustees, governors and all staff and union reps. Invite comments and questions from all	<b>3/9/21</b>	<b>L</b>
<b>Emergency Evacuations</b>	Ventilation to help reduce the risk of transferring the virus	<i>How will we ventilate the rooms?</i>	<i>H</i>	<i>Windows will remain open to allow a through draft in all rooms. Ventilate fully when children are not in the room E.G., break, lunch</i>	<i>3/9/21</i>	<i>L</i>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Social distancing unlikely to be maintained in these areas.</i>	<i>M</i>	<i>Soft start at beginning of the day 8:40 – 8:50. Front gates will be used and the field gate will remain open to allow parents to use a one-way system if they wish to.</i>	<i>3/9/21</i>	<i>L</i>

Cleaning	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	<i>How will we ensure rooms and equipment stay clean.</i>	M	<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly twice a day.</i>	3/9/21	L
			M	<i>Regular daily cleaning of iPads, photocopier, telephones, keyboards etc with checklists in place for all roles</i>		L
	Positive case in bubble	Classroom, equipment, toys, COVID area may still be contaminated	M	<i>Cleaners will clean at end of day wearing gloves, apron and masks.</i>  <i>Additional deep clean of all chairs/tables and utilities, toys washed and equipment cleaned if person is identified as having symptoms.</i>		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>How much PPE do we need in order to have to use for First Aid?</i>  <i>When else do we need PPE to be used?</i>	H  H	First aid kit to have PPE kit too.  PPE to be used if a COVID case arises	3/9/21	M

				PPE available for all cleaning  In congested areas staff may wear face masts E.G. assembly in hall		
<b>Response to Suspected Cases</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action?</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>	<p><i>What is the procedure if a suspected case occurs in school? Pupil?</i></p> <p><i>What do we do if a member of staff gets COVID19?</i></p> <p><i>What happens if SLT get COVID 19?</i></p>	<p><i>H</i></p> <p><i>M</i></p> <p><i>M</i></p> <p><i>H</i></p>	<p>Rooms available for isolation – small group room. Notice for doors to warn others to stay out. Open windows.</p> <p>PPE available for cases for staff member and pupil</p> <p>Deep clean procedure in place after pupil/ staff member has gone home</p> <p>Consult Outbreak document if 2 cases in 14 days</p>	<p><i>3/9/21</i></p>	<p><i>M</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
<b>Primary Staff Testing</b>	<p>Staff are aware of how to safely take and process the test. Shared following: NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents</p>	<p><i>Primary Staff will engage with this on 25<sup>th</sup> Jan provided deliveries are received.</i></p> <p><i>Will a risk of transmission be greater for person giving out tests?</i></p>		<p>COVID-19 co-ordinator and Registration Manager is Jay Hutchinson</p> <p>Staff can opt out; Training videos will be shared along with</p>		

		<p><i>Will tests be used by the wrong person?</i></p> <p><i>Will results be stored safely?</i></p> <p><i>Will staff know what to do and how to report results?</i></p>		<p>booklet v 1.3.2 on how to administer</p> <p>Tests will be stored securely so they cannot be taken by anyone.</p> <p>A secure register of results will be stored on the one-drive</p> <p>Staff will be responsible for taking the test, not giving to other members of their family and logging results and informing the school of these</p>		
	Staff are aware of how to report their test results to school and to NHS Test and Trace			<p>Training given to report to NHS</p> <p>Contact to Head if positive or void on evening of test</p>		
	Process in place to monitor and replenish test supplies					
<b>Remote Education Contingency Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			<p><i>Contingency plan in place, shared with parents and on website.</i></p>	5/1/21	

<b>School events, including trips</b>	Contingency plans for trips	<i>How will we cover absent staff due to covid</i>	<i>H</i>	<i>All trips will have a reserve list of staff and volunteers. Lateral flow tests will be performed the day before the trip</i>	<i>3/9/21</i>	<i>L</i>
<b>Volunteers</b>	Contingency plans for volunteers	<i>How will we ensure volunteers are safe?</i>	<i>H</i>	<i>Volunteers will be asked to complete a lateral flow the evening before coming into school.  If volunteering for trips there will be a reserved list encase they can not attend.</i>	<i>3/9/21</i>	<i>L</i>