

COVID19: September 2021 updated November 2021

SCHOOL NAME: Fawbert and Barnard's Primary School

OWNER: Sue Spearman

This risk assessment was originally written with part opening in place, from 8th 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 V15 29/11/21

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

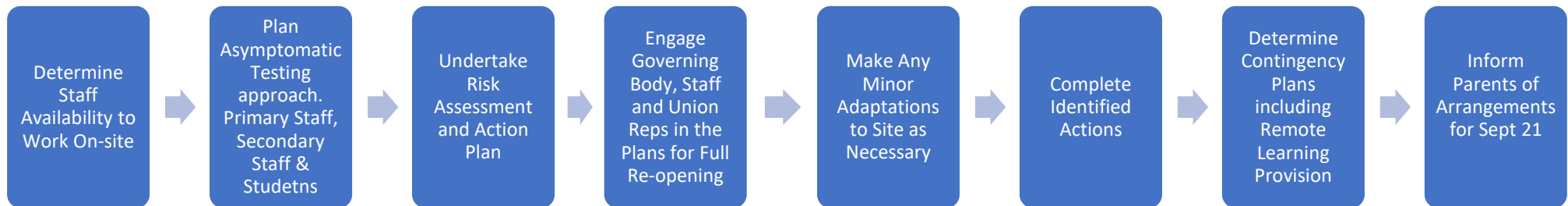
- The Health Protection (Notification) Regulations 2010

- 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:



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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
Engagement in risk assessment and planning	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	3/9/21	L
Emergency Evacuations	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-</i>	<i>3/9/21</i>	<i>L</i>

				way system if they wish to.		
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.	<i>How much PPE do we need in order to have to use for First Aid?</i>	H	First aid kit to have PPE kit too.	3/9/21	M

	Long term approach to obtaining adequate PPE supplies in place.	<i>When else do we need PPE to be used?</i>	<i>H</i>	PPE to be used if a COVID case arises PPE available for all cleaning In congested areas staff may wear face masts E.G. assembly in hall		
Response to Suspected Cases	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action? • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<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>	3/9/21	<p><i>M</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
Primary Staff Testing	Staff are aware of how to safely take and process the test. Shared following: NHS instruction leaflet	<i>Primary Staff will engage with this on 25th Jan provided deliveries are received.</i>		COVID-19 co-ordinator and Registration Manager is Jay Hutchinson		

	<p>Training video and online resources on the document sharing platform</p> <p>Contact details if queries</p> <p>Process for reporting incidents</p>	<p><i>Will a risk of transmission be greater for person giving out tests?</i></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>Staff can opt out; Training videos will be shared along with 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>		
	<p>Staff are aware of how to report their test results to school and to NHS Test and Trace</p>			<p>Training given to report to NHS</p> <p>Contact to Head if positive or void on evening of test</p>		
	<p>Process in place to monitor and replenish test supplies</p>					

Remote Education Contingency Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			<i>Contingency plan in place, shared with parents and on website.</i>	5/1/21	
School events, including trips	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>	3/9/21	<i>L</i>
Volunteers	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>	3/9/21	<i>L</i>
Introduction of temporary measures	Mitigating the spread of Covid	<i>What extra measures can we put in place? How to prevent more spread?</i>	<i>H</i>	<i>Visitors and parents to wear masks on site Staff to wear masks when not teaching phonics Indoor clubs suspended Bubbles of children or super bubbles Remote assemblies</i>	30/11/21	<i>L</i>

				<i>Lunch in classroom for KS2 if covid cases present in classes KS1/EYFS sit at specific tables in lunch hall Outbreak plan followed</i>		
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