

Stanground St John's Church of England Primary School Risk Assessment - COVID 19 and other identified infectious diseases requiring Government/PHE guidance to be followed December 2021 following updated LA Recommendations

*This RA has been produced using the most up to date Government/DfE guidance in relation to COVID-19
and will be updated as new guidance is released*

Where a different Infectious Disease is reported, PHE will be consulted and guidance sought on actions to take, the below will also be used if deemed acceptable.

Quality Assurance Cycle

RA Review Cycle

Review date	Version No	Headteacher + Date	H&S Manager + Date
01/09/2021	1	Liz Hindmarsh 23.8.21	Adele Giddings
10/07/2021	2	Liz Hindmarsh 7.10.21	Adele Giddings
04/11/2021	3	Liz Hindmarsh 4.11.21	Adele Giddings
19/11/21	4	Liz Hindmarsh 19.11.21	Adele Giddings
29/11/21	5	Liz Hindmarsh 29.11.21	Adele Giddings
6/12/21	6	Liz Hindmarsh 6.12.21	Adele Giddings

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All RAs should be reviewed at least annually as best practice, if any changes are made affecting the RA before the annual review

or following an accident/incident the RA should be revisited at that time and updated and where required re-issued to relevant parties

Note – ALL Risk Assessments to be amended using tracked changes, so that there is a documented history of all changes made.

Guidance Notes

The purpose of a Risk Assessment is to identify potential injury or damage that could occur during the undertaking of any activity. Control measures are then to be implemented to eliminate or reduce the severity and/or likelihood of such events taking place.

A risk assessment should be completed prior to any new task being carried out and anyone asked to perform the task should be made aware of the risk assessment relating to it.

The following steps should be taken when completing a health & safety risk assessment.

- Identify who could be affected
- Classify the worker type that this assessment applies to. This may be “Staff/Visitor/Contractor/All”
- Evaluate the task by assigning a Risk Evaluation score (Likelihood X Severity) to the column “before controls” for each of the listed action or hazards that are present when undertaking this task. These scores should reflect the risk present in the absence of any form of control, training or protective equipment. If the task involves an action or hazard that is not listed, add it in.
- Any Risk Evaluation score above 6 is **not** acceptable and must be identified.
- For each score over 6, control measures **must** be put in place to eliminate or reduce the severity and/or the likelihood of it happening.
- List all existing control measures for each action or hazard with a score of 4 or more.
- List any additional control measures that are required for each action or hazard with a score of 4 or more.
- A Risk Evaluation score after controls must then be added. Any score of over 12 after controls should **not** be undertaken unless a separate Risk Assessment for that task is written.
- Any Risk evaluation score of over 12 should not be undertaken until a full investigation is carried out to understand if the task needs to be carried out and if it can be carried out in a safer way.

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- The original risk assessment should be kept by the line manager and made available to anyone who will be carrying out this task.
- A copy of the risk assessment must be made available to all staff who may be affected by the tasks/controls mentioned. A copy should also be uploaded to central server
- All risk assessments are to be reviewed on an annual basis / when the function supported by the risk assessment changes or when the control measures require a change.

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Likelihood

Likelihood	Description	Score
Very Unlikely	Unforeseeable that an incident or injury could occur	1
Unlikely	An incident or injury may happen, but very unlikely	2
Fairly Likely	An incident or injury may happen	3
Likely	An incident or injury occurring is foreseeable	4
Very Likely	An incident or injury is a definite possibility	5

Severity / Consequence

Severity / Consequence	Description	Score
Insignificant	No Injury or Damage	1
Minor	Injuries only requiring possible on site first aid / Minor damage to site or equipment	2
Moderate	Injuries that may require off site assistance or absence from school / closure of areas or equipment	3
Major	Potential serious injury such as broken limbs or prolonged absence from school / Significant disruption to education	4
Catastrophic	Risk of Fatality / School closure	5

Risk Rating and Actions

	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk Rating	Score	Actions
1-2	No Action	Safe to continue task but control measures must be maintained
3-6	Monitor	Monitor task for improved controls measures in the future or significant change in task
8-12	Action	Existing controls need to be checked and look at possible improvements for carrying out task. Can the task be achieved in another way?
15-16	Urgent action	Advice should be sought from H&S Team on how task is completed and additional controls that may be necessary Can the task be achieved in another way?
20-25	STOP	Task should not be carried out.


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DEMAT Ref. No.	RA001	Date RA completed:	24/08/2021			Most Recent Review Date:	19/11/2021			
Manager Responsible:	Liz Hindmarsh		Completed by:	Liz Hindmarsh		Revision No:	004			
Description of Task covered by this Risk Assessment	COVID 19 and other identified Infectious Diseases requiring PHE/Government Guidance to be followed – November 2021					School Name:	Stanground St John's CofE Primary			
Risk / Hazard Identified	Persons at Risk	Before Controls Risk Score			Control Measures Required	Residual Risk Score				
		L	S	Score		L	S	Score		
Infectious Disease Outbreak	All persons attending site and their close contacts	4	5	15	<ul style="list-style-type: none"> Head or designated person will call DfE on 0800 046 8687, option 1 for advice on action to take in response to a confirmed case notification <ul style="list-style-type: none"> Advice from PHE/DfE/LA/DEMAT to be followed Implementation of schools Outbreak Management Plan (24.8.21) and accompanying RA to be used alongside advice received Staff meetings and briefings will be blended with most via Teams and only essential in person with staff wearing masks and social distancing in a well-ventilated space (Hall). Up to and including Friday 17th December, all non-essential events where parents and governors visit schools will be held virtually. Parent meeting dates will be remote. New starter meetings will be paused. Indoor mixed class assemblies/rehearsals will be temporarily suspended Use of face coverings must be worn in areas where social distancing cannot be maintained Reintroduction of social distancing (across the school) <ul style="list-style-type: none"> 	2	3	6		

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Individual Positive Case (Omicron variant)		4	4	16	<ul style="list-style-type: none"> The LA will be notified at or around the same time the school is made aware of an Omicron variant positive case. Anyone who tests positive with the new Omicron variant or is a confirmed close contact will be required to isolate immediately for 10 days irrelevant of their vaccination status or age. All close contacts are isolated immediately (using the definition of touch, 1m for more than 1 minute, 2m for 15 cumulative minutes over a day including those times outside of the classroom). They should be sent home and recommended to take a PCR test. School to complete the Support request form and LEA will call an incident management team(IMT) to provide immediate support with measures for schools. Full support from test and trace Ensure we keep records to assist the process. 	2	3	6
Individual Positive Case (PCR test positive)	All persons attending site	4	3	12	<ul style="list-style-type: none"> NHS track and trace will contact anyone who tests positive for COVID-19 for details enabling NHS track and trace to contact persons that they need to isolate or get tested If school are contacted by NHS track and trace they will work with them and provide information requested. School will inform parents of children if a child in their class tests positive using a PCR test under new 'Warn and Inform' guidance Where there is a positive case in a class, all parents with children in the class will be asked to LFT their children each morning. 	2	3	6
A child/children cannot sit their SATS as a result of Covid-19?					<ul style="list-style-type: none"> Key stage 2 – please see details here Key stage 2 tests: varying the test timetable - GOV.UK (www.gov.uk) 			

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Person with positive Case					<ul style="list-style-type: none"> if a parent has Covid-19 and cannot get their child to school we will deal with a case by case basis. Access to education is considered to be an exceptional circumstance. Children who do not have Covid but their parents are testing positive, can come into school on a staggered timetable. Parents can drive children onto the school site with their windows open. A member of staff will meet the parent and bring the child into school. The child will then be taken out to the parent in the afternoon before the other children leave. Where these arrangements cannot be put in place, children should be recorded as absent due to covid-19 and home learning / free school meals should be provided. 			
Displaying symptoms at school	All persons attending site	5	4	20	<ul style="list-style-type: none"> Head or designated person will refuse access to any person/pupil if they are showing symptoms of Coronavirus Person/pupil will be isolated in a well-ventilated room where possible until collected, persons supporting will wear appropriate PPE if close contact is necessary use of PPE in education, childcare and children's social care settings provides relevant guidance. Any rooms they use will be cleaned after they have left. <ul style="list-style-type: none"> NHS have produced a list for schools/parents to check against: COVID-19 symptoms if I child previously has had covid within the last 90 days and now has NEW symptoms, the child should go for PCR test. If the parent does not want to PCR test the child then the child must stay at home until they are well and symptom free. <p>Regular reminders sent to parents and staff to isolate themselves/their child if displaying the three recognised symptoms and obtain a PCT as soon as possible. They should be reminded not to return to school until they receive a negative result.</p>	2	3	6

Risk / Hazard Identified	Persons at Risk	Before Controls Risk Score			Control Measures Required	Residual Risk Score		
		S	L	Score		S	L	Score
					Tasks should only be undertaken after ALL required control measure are in place.			

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<p>g, Self-Isolation, Managing confirmed cases, Remote Learning</p>	<p>All persons</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> Persons will be reminded to follow the PHE guidance: when to self-isolate and what to do. They will be reminded not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). Testing will continue with staff taking tests twice a week and recording results, this will be reviewed ongoing as per government guidance. A positive LFD test will require a PCR test, self-isolation will be required until results of PCR test. If negative, will return to school, if positive must follow the latest guidance stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection PCR test kits for schools and further education providers Year 6 pupils and below will not be required to take LFD tests. Remote learning will be provided to pupils if NHS track and trace confirm they must isolate and the pupil is well enough to work. The Office Manager will ensure good stock levels of tests are maintained. There are two types of tests open to schools - PCR School based kits - Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk) . These are for parents who cannot access a testing site. We can order 10 tests at once. Lateral flow tests https://request-testing.test-for-coronavirus.service.gov.uk/ 	<p>2</p>	<p>3</p>	<p>6</p>
<p>Hygiene Standards</p> <ul style="list-style-type: none"> Cleaning of hands Respiratory hygiene Cleaning of school premises 	<p>All persons on site</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> Everyone will be reminded of the following: <ul style="list-style-type: none"> Regular hand washing with either soap and water for 20 seconds or the use of hand sanitiser The “catch it, bin it, kill it” approach should be followed with regards to respiratory hygiene (free resources, including materials to encourage good hand and respiratory hygiene can be found on the e-Bug COVID-19 website) Appropriate cleaning schedules will be in place, including regular cleaning of areas and equipment twice per day, focussing on frequently touched surfaces using guidance published by PHE cleaning of non-healthcare settings. Posters will be placed in prominent positions 	<p>2</p>	<p>3</p>	<p>6</p>

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		S	L	Score		S	L	Score
Lack of Ventilation	All persons	5	4	20	Tasks should only be undertaken after ALL required control measure are in place.	2	3	6
					<ul style="list-style-type: none"> School will ensure that all windows are open throughout the day in all occupied rooms, communal rooms and toilets. Site Manager (Andy Brumby) will ensure all are open by 8am. Internal doors (non-fire doors or fire doors with fire release mechanisms) should be propped open throughout the day External fire doors should also be propped open (unless they block a fire escape route) The amount of open time will be dependent on the weather and activity taking place. Where windows / doors are not kept open throughout the day, rooms will be purged when empty as follows: <ul style="list-style-type: none"> before school breaktime/lunchtime after school More information relating to air conditioning/ventilation can be found: Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice Government will supply CO2 monitor to monitor populated area of school for raised CO2 levels. If concerns are raised regarding ventilation/air quality in certain parts of the school, we will contact Keith Curtis, DEMAT to check using calibrated monitor. Areas with very poor ventilation/no opening windows identified in the school are: KS1 intervention room; Sensory room, Medical room. Here, face coverings should be worn. Face coverings may be worn by staff or parents/visitors in other areas of the school as a personal choice. Face coverings should be worn by staff in all communal areas (but not in classrooms) and by visitors in all areas of the school. Social distancing should be maintained in staff rooms and communal spaces. Areas identified with poor ventilation/limited opening windows are Year 4 classroom. This room must have open windows throughout the day and staff may prefer to wear face coverings. 			

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					<ul style="list-style-type: none"> Staff are advised to take their PPA time and any virtual training at home wherever possible to limit interactions CO2 monitors are in place in every classroom and teachers are responsible for checking levels throughout the day. Teachers should improve ventilation by opening doors/windows if alerted and inform the office manager/care taker/headteacher if ventilation does not improve within ... minutes 			
Wellbeing and Support	All persons	5	4	20	<ul style="list-style-type: none"> School will ensure that support is available for pupils experiencing a variety of emotions in response to the pandemic, such as anxiety, stress or low mood. Government guidance can be found here: promoting and supporting mental health and wellbeing in schools Staff will be reminded about accessing the EAP (employee assistance programme), posters with the contact information will be displayed in the staff room and toilets. School (Headteacher & Class Teacher/Phase Leader) will maintain contact with staff/pupils whilst they are absent through COVID-19 illness or required isolation as per NHS track and trace. 	2	3	6
External Trips & Visits		5	4	20	<ul style="list-style-type: none"> Pantomime (8.12.21) Parents accompanying trips must walk and not travel in the coach. Parents and staff must wear face masks on coach and during performance. Parents will sit on the end of an aisle (during Pantomime performance) next to their own child. Only staff will accompany pupils to the toilets Hand sanitiser will be carried by all adults and administered to pupils before eating. <p>Church Visit</p> <ul style="list-style-type: none"> Only staff will attend the Church Service (16.12.21) On the walk, staff priority will be given to supervising Yrs R and 1 Year 6 will support Year R but not hold hands (if necessary use hand sanitiser) Adults will wear face masks during the service 		3	6

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<p>Based Christmas Activities</p>					<p>Nativity plays will not be open to parents (following Trust advice and ERA status (Emergency Response Area). They will be videoed or streamed securely online.</p> <p>Annual Christmas Faye (13.12.21) will be held outdoors and the following measures put in place:</p> <ul style="list-style-type: none"> Staggered end times for parents to collect and take children (2:45pm EYFS/Y6; 2:50pm Y1; 2:55 pm Y2; 3:00 Y3; 3:05 Y4; 3:10 Y5; 3:15 (siblings can be collected at same time) from the front of school/courtyard One Teacher/TA will remain with their class until class collected, the other will support on a stall. Stalls will be distanced as far as possible Pupils/parents visiting Santa will maintain distance and grotto will be outdoors with open sides Hand sanitiser on stalls for parents/children Stallholders will wear gloves Disposable cups only and bins available in all areas Waste to be disposed of securely No toilet access for parents All stalls have open sides <p>Disco</p> <ul style="list-style-type: none"> Live-streamed to classes from the Hall to minimise contact 			
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(Please note when completing the RA if more rows are required, please copy whole rows and paste, any problems please contact healthandsafety@demat.org.uk)

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Additional Comments (if required)

As COVID-19 becomes a virus that we learn to live with, we are required to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. Our priority is to deliver face-to-face, high-quality education to all pupils, therefore many of the restrictions / control measures that were in place prior to September 2021 are no longer required and therefore are no longer listed. We will of course ensure that should this change; we will update the RA and inform all interested parties.

The latest guidance for schools is here - [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98422/schools-covid-19-operational-guidance)

It has been updated for the measures the Prime Minister announced 28.11.21.

The DfE have also updated other guidance - [Special schools and other specialist settings](#) / [Early years and childcare providers guidance](#) / [Further education guidance](#).

Date Created:	24.8.21	<i>Elizabeth Hindmarsh</i>
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Please see Outbreak Management Plan to manage an outbreak of an infectious disease, raised infection rates locally or a variant of concern when it is recommended by relevant authorities including LA, PHE, National Government that more control measures are required

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