



School Risk Assessment – COVID 19

Ellel St. John's CofE Primary School

'Loving, living and learning in the light of Christ'



PART A: ASSESSMENT DETAILS			
<p>Area/task/activity: School management arrangements, during COVID-19 pandemic, from 1 September 2021</p> <p>Location of activity: Ellel St. John's CofE Primary School</p>			
<p>School name: Address & Contact details:</p>	<p>Ellel St. John's CofE Primary School Chapel Street Galgate Lancaster LA2 0JS 01524 751320</p>	<p>Name of Person(s) undertaking Assessment:</p>	<p>Mrs J FitzGerald</p>
		<p>Signature(s):</p>	
<p>Headteacher:</p>	<p>Mrs J FitzGerald</p>	<p>Date of Original Assessment:</p>	<p>June 2020</p>
<p>Signature:</p>		<p>Date Reviewed:</p>	<p>Full revision carried out August 2021 in light of lifting of restrictions</p>

How communicated to staff:	Via email	Planned Next Review Date:	October 2021 (unless amendments are required before this date)
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PART B: HAZARD IDENTIFICATION AND CONTROL MEASURES

	IDENTIFIED RISKS	WHO MIGHT BE HARMED	TYPE OF HARM	CONTROL MEASURES
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1.0	Changes to official COVID19 guidance and advice.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<p>School regularly refers to official advice from DfE, PHE, HS&Q, HR and the school Advisory Team.</p> <ul style="list-style-type: none"> • 17 August 2021: Schools COVID19 Operational Guidance • 19 July 2021: Health and Safety: responsibilities and duties for schools • 13 August 2021: Stay at Home: Guidance for households with a positive case • June 2021: Education Recovery • 19 August 2021: When to self-isolate and what to do
1.1	Clinically vulnerable and clinically extremely vulnerable staff and/or pupils with pre-existing health conditions are at an increased risk of contracting the virus, causing further health issues.	Staff, pupils	Becoming seriously ill from the effects of coronavirus, potential to be life threatening.	<ul style="list-style-type: none"> • School applies measures, as far as is reasonably practicable, to reduce the risk to all staff, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable. • All staff and pupils who are deemed to be clinically extremely vulnerable or clinically vulnerable (including those who are pregnant) are expected to attend school following the same guidance as others.

				<ul style="list-style-type: none"> Those who are classified as extremely or clinically vulnerable should consider keeping their distance from others, limiting their contact with those they would not normally meet regularly.
1.2	Staff or pupils displaying symptoms of COVID19	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> Staff, parents and pupils are made aware of the common signs and symptoms of COVID19. Staff members of pupils are instructed to stay at home and self-isolate if they display symptoms of COVID19, including: <ul style="list-style-type: none"> A new continuous cough A high temperature A loss, or change in, your usual sense of taste and/or smell Staff or pupils who display the symptoms will be instructed to self-isolate for 10 days and book a PCR test. If a pupil is in school and displaying the symptoms, their parent/guardian will be contacted and asked to collect them as soon as practicably possible. They will be instructed to begin self-isolation of 10 days and book a PCR test. If a child is waiting to be collected and displaying COVID19 symptoms, they will be directed to wait in the Rainbow Room with the fire door open. The class TA will be responsible for their safety and collection. When collected, the TA or a member of the School Office team will wipe down all surfaces in the Rainbow Room as well as following good personal hygiene procedures. If the staff member or pupil's PCR test result return is negative, they will be permitted to attend school so long as they are well enough to do so.
1.3	Staff or pupil tests positive for COVID19 using a Lateral Flow Test.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> The staff member of pupil will be directed to book a PCR test to confirm the positive case and self-isolate until the test result is returned. If the test result from a PCR test is positive, the member of staff or pupil will remain in self-isolation for 10 days starting from the onset of symptoms or date of the test if asymptomatic.

				<ul style="list-style-type: none"> • If the test result from a PCR test is negative, this supersedes the Lateral Flow test and the pupil or staff member is permitted to attend school if they are well enough to do so.
1.4	Staff or pupil tests positive for COVID19 using a PCR Test.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff member or pupil will be directed to self-isolate for 10 days from the onset of symptoms or the day of the test is asymptomatic. • Staff member or parent of pupil will be asked to inform NHS Test and Trace to help identify potential close contacts. • Close contact individuals are not required to self-isolate if they are fully vaccinated, below the age of 18 years and 6 months, have taken part in an approved COVID19 vaccine trail or are unable to get vaccinated for medical reasons. Instead, they will be contacted by NHS Test and Trace and advised to take a PCR test. • Therefore, school staff (if fully vaccinated) and pupils can attend school as normal unless they show symptoms of COVID19. • The school will inform parents of pupils who sit next to a positive case that their child has been a close contact to allow them to choose whether or not to book for a PCR test. The school will also inform staff members who have been close contacts and advise them to book a PCR test. However, there will be no direction to self-isolate unless symptoms are present. • For pupils who are instructed to self-isolate because they display COVID19 symptoms and/or have tested positive for COVID19 through a PCR test, remote learning opportunities will be put in place if they are well enough to access them.
1.5	An outbreak of COVID19 within the school: 5 children or staff within a school phase or 3 children or staff within a class test positive for COVID19 via a PCR test within 10 days of each other.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease across a larger group of people including the wider community	<ul style="list-style-type: none"> • All positive cases are instructed to self-isolate (as in section 1.4). • The school will discuss the outbreak with Lancashire Public Health and agree strengthening protective measures for 10 school days, including: <ul style="list-style-type: none"> ○ Re-introducing mandatory staff face masks for corridors and communal areas (or where there is close proximity of people which includes parents entering/leaving the school grounds).

				<ul style="list-style-type: none"> ○ Adapting, limiting or postponing indoor events, trips, performances. ○ Re-introduce virtual Collective Worship. ○ Reduce the amount of staff working across classes.
1.6	An outbreak of COVID19 within school: COVID cases continue to rise rapidly within a 10-day period despite additional measures.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease across a larger group of people including the wider community	<ul style="list-style-type: none"> ● Incident Management Team Meeting held between school and Lancashire Public Health to agree further measures for a further 10 school days, including: <ul style="list-style-type: none"> ○ Re-introduce 'bubble' procedures across the school, including break, lunch, arrival and dismissal. ○ Cancel all non-essential visitors to the school. ○ Postpone all non-essential events. ○ Re-introduce remote learning for individual classes/phases for 10 school days as necessary.

2.0	The transmission of COVID19 due to the lack of safe working practices.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Guidance and training provided to all staff as well as regular updates from senior leaders to inform staff of changes. ● All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities. ● Staff meetings will have a COVID19 agenda item to recap responsibilities and discuss any issues. ● The following measures will be in place for all school staff and visitors, with staff responsible for reminding pupils: <ul style="list-style-type: none"> ○ Regular hand washing encouraged with sanitiser and hand soap available at all times. ○ Catch it, bin it, kill it procedure in place. ○ School cleaning staff instructed to ensure that all common touch points are cleaned daily – supported by school staff throughout the day.
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2.1	Transmission of COVID19 during travel to and from school on dedicated transport, including trips/swimming.	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> ● The school expects, and requests a copy of, the travel company's risk assessment in relation to transporting children safely under COVID19 and being COVID secure. The school should have this available to anyone at request. ● Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off. ● Hand sanitiser is used upon boarding and/or disembarking transport.
2.2	Transmission of COVID-19 when arriving or departing school.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> ● When visitors arrive at school and are needing to attend the main building, they will first be instructed to follow hand hygiene procedures and asked to sign in through the Track and Trace system. ● The school arrival procedures will be as follows: <ul style="list-style-type: none"> ○ Parents asked to leave the grounds as soon as they have dropped their child(ren) off. ○ Face coverings will be optional. ○ Parents will be encouraged to have only one parent collecting/dropping off to help reduce the overall number of adults on the grounds. Gates will be opened at 8:45am and

				<p>locked at 9am allowing for a 15-minute window for parents to drop off pupils.</p> <ul style="list-style-type: none"> ○ Classrooms will be open from 8:45am. ○ Parents will be encouraged to allow pupils to walk up to school independently, particularly pupils in Key Stage 2. ○ School will finish at 3pm and all children and adults asked to leave the grounds immediately; Y4 (encouraged) and Y5 and 6 to use the main driveway with all other classes exiting via the playground. ○ Class teachers will escort their class onto the playground or driveway and remind parents to leave immediately if necessary.
2.3	Transmission of COVID-19 on educational events off site due to mixing in public spaces.	Staff, pupils, parents	Potential spread of the virus through infected touch points or contact with the public.	<ul style="list-style-type: none"> ● When organising Educational Visits, the school will consider and balance the benefits of the enhancement opportunity on the children’s education with the risks involved. ● A thorough Educational Visit Risk Assessment will be carried out in conjunction with the venue and venue staff to ensure that all suitable control measures are in place to limit public contact.
2.4	Transmission of COVID-19 through airborne particles due to face to face meetings with persons outside of the school staff.	Staff, visitors, contractors	Potential spread of the virus.	<ul style="list-style-type: none"> ● Good hand hygiene procedures will be carried out. ● Visitors to the school will be informed of the school’s control measures. ● Good ventilation will be in place. ● Virtual meetings will be organised where possible, in order to limit the number of physical meetings.
3.0	Manual handling.	Staff	Musculoskeletal injuries.	<ul style="list-style-type: none"> ● A dynamic risk assessment is carried out when moving furniture & resources which takes into account. <ul style="list-style-type: none"> — the task being undertaken. — the capabilities of individual carrying out the task. — the load being lifted or moved.

				— the surroundings (environment).
3.1	Increased stress and anxiety in staff.	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing.	<ul style="list-style-type: none"> • Senior personnel monitor working arrangements and offer support and advice where necessary. • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day. • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work. • Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. • In cases where staff members have relatives that pass away during the pandemic, they are encouraged to discuss this with the Headteacher to discuss matters pertaining to the funeral arrangements and agree, at the Headteacher’s discretion, appropriate leave.

3.2	Dealing with emergency situations, including: accidents, security and evacuation, during the COVID-19 pandemic.		Untreated injuries. Potential spread of the virus.	<ul style="list-style-type: none"> • First Aid will be carried out as and when necessary by an appropriate adult. • Fire Doors may be kept open to aid ventilation, but must be closed if the room is left unoccupied, unless an automatic door closing mechanism is in place.
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4.0	Changes to official COVID-19 guidance and advice relating to the self-test scheme	Staff, visitors, contractors	Potential incorrect following of guidance could result in the spread of the virus.	<ul style="list-style-type: none"> • The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, rapid testing of primary and nursery workforce 'How to guide' and the NHS Test & Trace step-by-step guide for COVID-19 self-testing available on the Governments Primary School Document Sharing Platform;
4.1	Failure to obtain consent/lack of participation	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • School has issued the standard letter to all staff explaining the benefits of and arrangements for testing and seeking consent; • Testing is not mandatory for staff however participation in testing is strongly encouraged by the school in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community; • Staff are aware that they can stop participating in the testing arrangements at any point.
4.2	Inappropriate Sharing of Information	Staff, visitors, contractors	Misuse of personal information and breaches of GDPR	<ul style="list-style-type: none"> • All staff have been advised to read the school's privacy notice to enable them to understand what will happen to their data; • The test kit log and test results register are separate documents so that those signing for test kits cannot see the results of their colleagues; • Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results;

				<ul style="list-style-type: none"> Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work; Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Headteacher and School Bursar.
4.3	Damaged or stolen LFD kits resulting in staff not being tested or an incorrect test result provided	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> On arrival at school the lateral flow device (LFD) kit delivery will be stored securely to prevent unauthorised access; Kits will be stored indoors where a temperature of between 2 and 30 degrees can be maintained; Once test kits have been distributed staff are responsible for ensuring these are stored appropriately at their home in a safe place away from children and at room temperature or in a cool dry place (2 – 30 degrees); Staff have been advised that kits must not be stored in direct sunlight or in the fridge or freezer.
4.4	Poor arrangements for the distribution of LFD kits	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> When handing out kits the issuer will record who takes the kit in the 'kit log' using the test kit log template available on the Document Sharing Platform.
4.5	Poor administration and implementation of testing programme	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> School has allocated a staff member to the role of Covid-19 Coordinator: Mrs Jo FitzGerald supported by Mrs Sandra Rotheram - who will support the following functions; <ul style="list-style-type: none"> Communicating with stakeholders; Ensuring staff are given the right instructions and that they sign for the test kits using the test kit log; Reporting incidents and ensuring they are investigated; Storing and reporting any required data; Reordering of test kits when required;

				<p>School has allocated a staff member to the role of Registration Assistant (Mrs Sandra Rotheram) who will support the following functions (can be the same person as COVID19 Coordinator if needed);</p> <ul style="list-style-type: none"> ○ Distributing the correct number of test kits to staff and managing the schedule for the distribution of subsequent kits; ○ Inputting test results from staff into the school test results log; ● Sending reminders to participants on test days to take a test and to communicate their results online or by phone, and to the school; ● Responding to staff questions; ● Working with the Covid Coordinator to manage the stock of test kits.
4.6	Inadequate Communication	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Staff are aware of who the Schools Covid Coordinator and Registration Assistant are; ● Staff have been provided with information leaflets and guidance explaining how the rapid testing programme is to be implemented in school; ● Staff have been provided with the most up to date Instructions for Use booklet (current version: plain blue cover, dated 15 January 2021 v 1.3.2); ● Concerns are discussed with staff around participation and data protection; ● Staff are aware of how to collect test kits and that these kits must be signed for and that the lot number on the box allocated to them is recorded against their name; ● Staff have been informed that it is a requirement for them to report their test results both to school and to the NHS, failure to do so will be noted by the school; ● Staff have been advised to contact Jo FitzGerald if they have an incident whilst testing at home.
4.7	Lack of Training	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> ● Staff in school with specific roles in the testing arrangements have been provided with the information necessary to carry out their roles from the Government guidance provided on the Document Sharing Platform;

				<ul style="list-style-type: none"> • Staff have been provided with appropriate links to on-line Government guidance to fulfil their training requirements including; <ul style="list-style-type: none"> ○ Introduction to Rapid Self Testing ○ NHS video demonstrating how to carry out a test • Step-by-step guide for COVID-19 self-testing.
4.8	Inadequate preparation prior to taking the LFD test	Staff, visitors, contractors	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been provided with the following guidance for administering the LFD tests at home:</p> <ul style="list-style-type: none"> • To test themselves in the evening before attending school so there is less chance they get infected between taking the test and attending school as well as providing enough time to notify of a positive test; • Not to eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test; • Prior to carrying out the test, ensure that they have to hand a watch or clock, tissues, a mirror and either hand sanitiser or access to soap and warm running water; • Immediately before starting the test, clear, clean and dry a flat surface; • Wash their hands thoroughly for 20 seconds, using soap and warm, running water and dry hands, or use hand sanitiser to prevent the contamination of the test kit.
4.9	Incorrect use of testing equipment	Staff, visitors, contractors	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been provided with instructions to ensure correct use of testing equipment including:</p> <ul style="list-style-type: none"> • Following the current version of the Instructions for Use booklet (plain blue cover and dated 15 January 2021 v 1.3.2); • Where there are physical/medical issues or they have a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken; • Under circumstances where a nasal swab is not feasible e.g. an individual is prone to nasal bleeds, it is acceptable to swab only the back of the

				<p>throat;</p> <ul style="list-style-type: none"> • In the event of a nosebleed within 24 hours, swab the other nostril or wait 24 hours before swabbing; • If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and should be placed in the waste bag provided and another test completed; • Any concerns or injuries must be reported immediately and will be investigated as soon as possible so that arrangements can be put in place to avoid a recurrence; • Test strip must not be used if the sealed packaging is damaged; • To avoid spilling the liquid in the extraction tube, the extraction tube holder or a small cup should be used; • The test strip should be placed on a flat surface and not moved during the test; • The test must not be left to develop for longer than 30 minutes as this will make the result void; <p>Staff with Covid-19 symptoms are advised not to carry out an LFD test but to order a test online or visit a test site to take a polymerase chain reaction (PCR) test;</p>
4.10	Positive Test Result	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<p>All staff have been instructed on what action to take in the event of a positive test result including:</p> <ul style="list-style-type: none"> ○ The individual to self-isolate in accordance with current Government guidance; ○ Informing the Covid Coordinator immediately to enable close contacts to be informed as soon as possible; ○ Report the result online or by phone to NHS Test & Trace to receive further guidance on what to do; ○ Undertake a follow up PCR test on the same day or as soon as possible to confirm the result and inform the school of the outcome;

				<ul style="list-style-type: none"> • Staff who have a positive LFD test result will be treated as if they were a positive COVID-19 case in terms of the prevention of infection to others; • Staff who have a positive result from a PCR test will not be required to self-test using the LFD for 90 days from the date they became positive as the LFD test may give a false positive result. After a period of 90 days staff should resume LFD testing.
4.11	Negative Test Result	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in the event of a negative test result:</p> <ul style="list-style-type: none"> • A negative result is not a guarantee that they do not have COVID-19; • They must continue to strictly follow the control measures set out in the school's general COVID-19 risk assessment including regular handwashing, social distancing and wearing face coverings when required; • The Lateral Flow Device testing programme does not replace the current testing policy for those with symptoms. If they are symptomatic (even if they recently had a negative LFD test result), they must still self-isolate immediately according to government guidelines; • They are not required to provide proof of a negative test result to attend school or nursery in person as the LFD testing programme is voluntary.
4.12	Void Test Result	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<p>All staff have been instructed on what action to take in the event of a void test result including:</p> <ul style="list-style-type: none"> • Repeat the test with a new test kit; • If they do not have any remaining test kits at home they should undertake a PCR COVID-19 test which can be arranged through the Government website.
4.13	Inappropriate Disposal of Waste	Staff, visitors, contractors	Transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in respect of waste generated from the home testing process:</p> <ul style="list-style-type: none"> • Packaging can be disposed of with general household waste; • Once empty the extraction buffer sachet should be placed in the plastic waste bag provided;

				<ul style="list-style-type: none"> Once the extraction tube has been used it should be placed in the plastic waste bag along with the swab; <p>Once the test has been completed all the used contents of the kit should be placed in the waste bag provided and disposed of with general household waste.</p>
4.14	Non-Reporting of incidents/accidents relating to home testing activity	Staff, visitors, contractors	Potential injury to staff or incorrect results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been given the following instruction in the event of an incident or accident during the testing process:</p> <ul style="list-style-type: none"> Non-clinical incidents during the process of undertaking a test must be reported to the School Covid Coordinator who will record and monitor; Repeated or similar issues, for example, multiple repeat void tests, unclear results, leaking/damaged tubes etc. must be reported to the School Covid Coordinator who will report to the DfE Helpline who will escalate to DHSE for investigation. The time, date and details of the report will be recorded by the School Covid Coordinator; Non-clinical issues such as something damaged, missing or difficult to use in the kit must be reported by the individual to the Test & Trace Helpdesk (Tel:119) and also to the School Covid Coordinator; Individuals should contact the Test & Trace Helpdesk (Tel 119) if they are unable to log their results; Clinical incidents which lead to or has the potential to cause harm for example swab breaking in the mouth, bleeding, allergic reaction etc. must be reported on the 'yellow card' coronavirusyellowcard.mhra.gov.uk and also to the School Covid Coordinator. Any immediate medical care must be obtained through the employee's GP or by contacting 111 or 999 as appropriate.

This risk assessment applies to this school providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, the Action Plan at Part C will be completed. This risk assessment will be used as a 'live' document and updated on a regular basis.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Ellel St. John's CofE Primary School.

Signed:



Name:

Mrs J FitzGerald

Date:

27.08.21

PART C: ACTION PLAN Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

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