

# 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><b>Area/task/activity:</b> School management arrangements, during COVID-19 pandemic, from 1 September 2021</p> <p><b>Location of activity:</b> Ellel St. John's CofE Primary School</p>			
<p><b>School name:</b> <b>Address &amp; Contact details:</b></p>	<p>Ellel St. John's CofE Primary School Chapel Street Galgate Lancaster LA2 0JS  01524 751320</p>	<p><b>Name of Person(s) undertaking Assessment:</b></p>	<p>Mrs J FitzGerald</p>
		<p><b>Signature(s):</b></p>	
<p><b>Headteacher:</b></p>	<p>Mrs J FitzGerald</p>	<p><b>Date of Original Assessment:</b></p>	<p>June 2020</p>
<p><b>Signature:</b></p>		<p><b>Date Reviewed:</b></p>	<p>Full revision carried out in August 2021 in light of lifting of restrictions. Further review on 29<sup>th</sup> November and 6<sup>th</sup> January 2022 following Omicron guidance and again on 24<sup>th</sup> February 2022.</p>

<b>How communicated to staff:</b>	Via email	<b>Planned Next Review Date:</b>	April 2022 (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

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&amp;Q, HR and the school Advisory Team.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance</a></li> <li>• <a href="https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?utm_source=30%20November%202021%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?utm_source=30%20November%202021%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a></li> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance#closecontacts">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance#closecontacts</a></li> </ul> <p>As per Government guidance for Primary Schools, there is now no requirement that face coverings are worn by staff and adults (including visitors) when moving around in corridors and communal areas. If any one wishes to wear a mask in communal areas for a specific reason, e.g. a family member has tested positive, they may do so.</p>
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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"> <li>• 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.</li> <li>• All staff and pupils who are deemed to be <a href="#">clinically extremely vulnerable</a> or <a href="#">clinically vulnerable</a> (including those who are pregnant) are expected to attend school following the same guidance as others.</li> <li>• 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.</li> </ul>
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"> <li>• Staff, parents and pupils are made aware of the common signs and symptoms of COVID19.</li> <li>• From 24 February, the <b>legal requirement</b> to self-isolate following a positive test will be removed.</li> <li>• Fully vaccinated close contacts and those aged under 18 will not be required to test daily for 7 days and routine contact tracing will end.</li> <li>• Adults and children who test positive <b>will continue to be advised to stay at home</b> and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</li> <li>• Staff, children and young people who are contacts should attend their education settings as usual. This includes staff who have been in close contact within their household.</li> <li>• 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 5 days (until they have two negative LFT tests after the 5 day period).</li> <li>• 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</li> </ul>

				Office team will wipe down all surfaces in the Rainbow Room as well as following good personal hygiene procedures.
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"> <li>From 21<sup>st</sup> February, there is no requirement for school staff to carry out twice weekly testing.</li> <li>If a member of staff or pupil is displaying COVID19 symptoms, it is recommended that they take a LFT test.</li> <li>If the LFT is positive, the staff member or pupil <b>will continue to be advised to stay at home</b> and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</li> <li><b>The school will inform parents if their child has been a 'close contact'.</b></li> </ul>
1.4	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"> <li>All positive cases are instructed to self-isolate (as in section 1.4).</li> <li>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"> <li>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).</li> <li>Adapting, limiting or postponing indoor events, trips, performances.</li> <li>Re-introduce virtual Collective Worship.</li> <li>Reduce the amount of staff working across classes.</li> </ul> </li> </ul>
1.5	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"> <li>Incident Management Team Meeting held between school and Lancashire Public Health to agree further measures for a further 10 school days, which may include: <ul style="list-style-type: none"> <li>Re-introduce 'bubble' procedures across the school, including break, lunch, arrival and dismissal.</li> <li>Cancel all non-essential visitors to the school.</li> <li>Postpone all non-essential events.</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ Re-introduce remote learning for individual classes/phases for 10 school days as necessary.</li> </ul>
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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"> <li>● Guidance and training provided to all staff as well as regular updates from senior leaders to inform staff of changes.</li> <li>● 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.</li> <li>● Staff meetings will have a COVID19 agenda item to recap responsibilities and discuss any issues.</li> <li>● 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"> <li>○ Regular hand washing encouraged with sanitiser and hand soap available at all times.</li> <li>○ Catch it, bin it, kill it procedure in place.</li> <li>○ School cleaning staff instructed to ensure that all common touch points are cleaned daily – supported by school staff throughout the day.</li> <li>○ Additional midday clean of all toilet areas.</li> <li>○ Class teachers to wipe down table tops and other key touch point areas with sanitising spray at lunchtime.</li> <li>○ Face coverings are optional in communal areas.</li> <li>○ Good ventilation will be in place with class teachers ensuring that classrooms are adequately ventilated whilst still allowing for the maintenance of a comfortable working environment.</li> </ul> </li> </ul>
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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"> <li>• 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.</li> <li>• 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.</li> <li>• Hand sanitiser is used upon boarding and/or disembarking transport.</li> </ul>
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"> <li>• 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.</li> <li>• The school arrival procedures will be as follows: <ul style="list-style-type: none"> <li>○ Parents asked to leave the grounds as soon as they have dropped their child(ren) off.</li> <li>○ Face coverings will be optional.</li> <li>○ 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 locked at 9am allowing for a 15-minute window for parents to drop off pupils.</li> <li>○ Classrooms will be open from 8:45am.</li> <li>○ Parents will be encouraged to allow pupils to walk up to school independently, particularly pupils in Key Stage 2.</li> <li>○ 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.</li> <li>○ Class teachers will escort their class onto the playground or driveway and remind parents to leave immediately if necessary.</li> </ul> </li> </ul>

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"> <li>• 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.</li> <li>• 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.</li> </ul>
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"> <li>• Good hand hygiene procedures will be carried out.</li> <li>• Visitors to the school will be informed of the school’s control measures.</li> <li>• Good ventilation will be in place.</li> <li>• Virtual meetings will be organised where possible and if appropriate, in order to limit the number of physical meetings.</li> </ul>
3.0	Manual handling.	Staff	Musculoskeletal injuries.	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account. <ul style="list-style-type: none"> <li>— the task being undertaken.</li> <li>— the capabilities of individual carrying out the task.</li> <li>— the load being lifted or moved.</li> <li>— the surroundings (environment).</li> </ul> </li> </ul>
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"> <li>• Senior personnel monitor working arrangements and offer support and advice where necessary.</li> <li>• Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day.</li> <li>• A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.</li> <li>• 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 <a href="#">risk assessment addressing</a></li> </ul>

				<p><a href="#">COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work.</p> <ul style="list-style-type: none"> <li>• Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li>○ <a href="#">Employee Wellbeing</a></li> <li>○ <a href="#">MIND web site</a></li> <li>○ <a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> <li>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>• 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.</li> </ul>
3.2	Dealing with emergency situations, including: accidents, security and evacuation, during the COVID-19 pandemic.		<p>Untreated injuries.</p> <p>Potential spread of the virus.</p>	<ul style="list-style-type: none"> <li>• First Aid will be carried out as and when necessary by an appropriate adult.</li> <li>• 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.</li> </ul>

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:

24.2.22

**PART C: ACTION PLAN Further action / controls required**

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

