

Aspire Federation - William Hildyard Risk Assessment for COVID-19 –May 2021 (Live document)

At present, advice from the Government is that in Primary Schools the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

The Government continue to say that analysis on coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

The school keeps up to date with advice issued by, but not limited to the following:
DfE, NHS, PHE, Department of Health and Social Care and Lincolnshire's health protection team.

Pupils, staff and other adults do not enter the school premises if:

- They have any symptoms of coronavirus.
- They have tested positive for coronavirus in the last 10 days.
- They are in a household, support bubble or childcare bubble with someone who is displaying symptoms or has tested positive in the last 10 days.
- They are required to quarantine having recently visited countries outside of the Common Travel Area.

Parents have been informed via letter not to bring their children onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus.

Staff, parents, pupils, visitors and volunteers displaying symptoms of coronavirus are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms.

If anyone in the school develops coronavirus symptoms while at school they are:

- Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days.
- Advised to follow the guidance for households with possible or confirmed coronavirus infection.

- Advised to arrange a test as soon as possible.

Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.

The school does not routinely take the temperature of children.

The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.

Contacts will be reduced as much as possible and will include:

- Class groups and no more than two classes joining together where necessary for appropriate activities
- Arranging classrooms with forward facing desks, Year 2 upwards
- Staff maintaining distance from pupils and other staff as much as possible (pupil age dependent).
- Parents maintaining distance from other parents when collecting or delivering children to school.
- Face masks to be worn by parents and visitors when on the school site.
- Personal Protective Equipment (PPE). Wearing a face covering or mask in school is not recommended for children or for adults in the classroom. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face covering (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstances by those who may not be able to handle them as directed (for example young children or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. However, if a member of staff is in a confined area within the school building, e.g. a corridor, staffroom, they may wear a mask. Staff will wear masks when collecting from or delivering children to parents at the start and end of the school day. In areas such as corridors where it may not be possible to keep a safe distance from children or other adults, face masks can be worn by staff.
- For younger groups there will always be at least one other adult available for support.
- No adult will be allowed on site unless they adhere to safety guidelines of the school. Parents may enter the site but by appointment only.
- School can continue to use Supply Teachers, Specialist Teachers and Peripatetic Music and P.E. Teachers within the school's safety plan
- All meetings of more than those designated to work in close proximity will be carried out by MS Teams / Zoom

There will always be a risk attached for spreading COVID-19 whilst groups of people / children are mixing in school. We are not able to eliminate the risk, however the risk assessment is in place to mitigate the risk.

Levels of risk: RED = High Risk Amber = Medium Risk Green = Low Risk

Area to be risk assessed	Actions	Current Level of risk	Review
<p>COVID-19: Easily transmitted disease. Catching the coronavirus can lead to severe symptoms including fatalities. NHS has advised on particularly vulnerable groups.</p> <p>In the school context Staff, Pupils, Volunteers, Parents, Contractors and the wider community are at risk.</p> <p>Suspected Covid-19 symptoms High Temperature Coughing Loss of taste / smell</p> <p>See advice https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms</p> <p>Visitors to school</p>	<p>All pupils in all year groups in Primary return to school full-time from 8th March 2021</p> <p>UK Government is managing the national response and alert level information local emergency response teams who are examining prevalence of the disease in the locality.</p> <p>The school asks parents to abide by the guidance on social distancing and mixing in order to contain the spread of the virus.</p> <p>A register will be kept of any close contact work which takes place outside a class bubble.</p> <p>Any visitors working in the school will be asked to provide their own PPE and work under the controls put in place by the school.</p>	<p>Amber</p>	<p>The risk assessment seeks to reduce the risk of the onsite staff, pupils, their families and the wider community as far as is practicable.</p> <p>See link below to Government guidance which should be read in conjunction with this risk assessment https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021</p>
<p><u>Health and Safety – Personal Hygiene</u></p> <ul style="list-style-type: none"> All staff are provided with LFD test kits to self-swab and test themselves twice a week at home. 	<p>Effective infection protection and control</p> <ul style="list-style-type: none"> Staff to report to HoS the outcome of their LFD test 		<p>New kits are ordered and delivered to school approximately every 3 weeks.</p>

<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who has someone in their household who does, do not attend school • Wash / sanitise hands more often than usual • Ensure good respiratory hygiene – promote ‘catch it, bin it, kill it’ approach <p>Picking up virus from surfaces</p> <ul style="list-style-type: none"> • Clean frequently touched surfaces using standard school products. • Keeping equipment and resources clean 	<ul style="list-style-type: none"> • If an individual displays symptoms they will be isolated until they can be collected from school. They will be taken to the medical room and looked after by a member of their team who will wear PPE – if a 2m distance cannot be maintained then gloves, apron, face mask should be worn by the supervising adult. If they need to use the toilet before being collected they should use a designated toilet which must be cleaned / disinfected afterwards before anyone else uses it. All members of the group to self-isolate if child tests positive for the following 10 days. • On entering school, before lunch, after lunch, after sneezing or coughing and prior to leaving school, wash hands for at least 20 seconds in classroom sink or washrooms. When appropriate use alcohol hand sanitiser (in the morning when entering school). Children given support if required. • Tissues available in classroom. Used tissues placed in bin. Bins emptied at end of day and waste placed in second bag and placed in dustbin. • Adults to remind children not to touch their face • Table tops, sinks, door handles and door panels, toilets, urinals, sinks in bathrooms, floors cleaned at end of day by Caretaker /Cleaner and bins emptied. Table tops cleaned before and after lunch by Midday Meals Supervisors when eating takes place in the classroom. • Shared resources, eg. photocopier, ice packs (avoid using covers - use disposable covering, urn, 	<p>Green PPE now in place. All classes have a clear box with PPE equipment inside. Class teacher asked to let office know when supplies are running down.</p> <p>Green Hand sanitiser available Children encouraged to use soap.</p> <p>Green Bin liners available in classrooms – pedal bins to be used.</p> <p>Green</p> <p>Green</p>	<p>ESPO orders ongoing to ensure continuous supplies. School supplied with limited number of testing kits for use in extreme situations where a test cannot be taken at a testing site.</p> <p>Reminder that there are different ways in which some surfaces can be cleaned, it doesn’t always need to be by the same method.</p>
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<ul style="list-style-type: none"> • Keeping rooms ventilated 	<p>dishwasher, kitchen equipment (cups/jugs/etc) to be cleaned as and when a member of staff use them by that member of staff.</p> <ul style="list-style-type: none"> • No equipment / games / toys to be used that cannot be wiped clean if being used by more than one class. • Any books used in the classroom to be placed in a tray when they are no longer required (with day of use clearly marked on the tray) if they are to be used by another class. Books not to be used again for the following 72 hours. • Children taught / given playground games which don't involve any contact or equipment that cannot be cleaned if they are going to be used by a different class. • Intervention rooms and Library area can be used, with safety cleaning measures in place. • Children to have on desks resources to be used solely by them, e.g. pencils, rulers etc. If to be taken out of the classroom for small group work to be kept in a plastic wallet with their name on. They will not be shared with others. School resources will be provided. Children will not bring in any items from home e.g. pencil cases, book bags, items for 'show and tell'. • Shared equipment will be limited but where used by another class will be wiped down either after use or at the end of the school day. • Windows and outside doors when appropriate to be left open to ensure good ventilation of rooms. If classrooms are cold then only top windows to be open. 	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>	
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<ul style="list-style-type: none"> • Food in school 	<ul style="list-style-type: none"> • Until further notice no food preparation activities are to be undertaken by pupils or staff on site. 	Green	
<p><u>Premises</u></p> <ul style="list-style-type: none"> • Fire Safety • Posters • Contractors or visitors to site • Records • Parking 	<ul style="list-style-type: none"> • A Fire Drill will take place to ensure adults and children are aware of the Fire Assembly Point • Posters will be placed around the school to remind adults and children about safer distancing and personal hygiene. • The school hall will not be used for Collective Worship. • Visitors to site will be by invitation only, will sign to say they have read the school’s code of conduct for COVID-19 and that they have no coronavirus symptoms. • Records will be kept of any visitors to site for Test and Trace records. • The school car park will remain closed until further notice 	Green Green Green Green Green Green	Fire Drill to take place during the Spring Term.
<p><u>Safer Distancing</u></p> <ul style="list-style-type: none"> • Dropping off pupils and collecting them from school. Parents asked to observe social distance rules in order to reduce risk of spreading COVID-19 virus. 	<ul style="list-style-type: none"> • Only one adult to drop off and collect children from school. Parents are asked to wear a mask at this time. Children to be left at school gates and not accompanied onto site. Member of staff to be at each entrance and same at collection time. Exceptions may be made onto the school playground for new children to the Foundation Stage. Parents asked to be punctual. If late children will be taken back to classroom and parent must go to main school office to collect child. Parents are asked to leave the school premises immediately 	If parents and children social distance <u>Green</u>	Parents have been brilliant at observing social distancing

<ul style="list-style-type: none"> • Systems in place for pupils entering and exiting the building and classrooms • School Playground and Field • Corridors • Cloakrooms • Staggering times / rotas <p>NB Alternative arrangements will be in place during adverse weather (Snow) and will be communicated to parents via email</p>	<p>they have dropped off or collected their child from school.</p> <ul style="list-style-type: none"> • Staggered start and end of day times. No member of staff should intervene or hold a child's hand if distressed. However they must endeavour to give support to the child as best they can. • Each class will have their own entry into the building • Designated areas will be given to each group of children in school. They will remain with their own class and not mix with other classes. • Children and adults can pass in corridors as this is for a brief time and not seen as a potential risk. Children instructed to always walk on the left hand side of the corridor. • When staff cannot ensure a safe distance from other adults or children they can wear a mask. • Children can use lockers to store coats and bags and will be used only in small groups. • Break times and lunch times will be staggered in order that toilets can be accessed in a safe manner. 	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>	
<p><u>Parents</u></p> <ul style="list-style-type: none"> • Uniform • Activities outside of school hours 	<ul style="list-style-type: none"> • School uniform should be worn and parents asked to keep as clean as possible. It does not need to be washed every day. • There will be no activities outside of school hours for the foreseeable future. 	<p><u>Green</u></p> <p>Green</p>	

<ul style="list-style-type: none"> • Attendance • Parents' Evenings / Curriculum Evenings • Attendance at Out of School Activity Club 	<ul style="list-style-type: none"> • The Government would like all children to be in school and receiving full-time education • Until restrictions are lifted further, Parents' Evenings and meetings will be conducted either by MS Teams / Zoom or via telephone. • Children are able to move from their Class bubble to other bubbles outside of school time if they observe washing or sanitising hands before joining a new bubble. 	<p>Green</p> <p>Green</p> <p>Green</p>	
<p><u>Classroom / teaching spaces</u></p> <ul style="list-style-type: none"> • Communicating with children • Teachers will maintain a 2m distance from the front of the class to where the children are sitting whenever possible. However to support learning, Teachers and TAs will move between rows of children, not staying any longer than 15 minutes with a small group • Tables / desks (Y3 – 6) • Outdoor learning (weather permitting) • Use of sunscreens on sunny days (Summer time only) 	<ul style="list-style-type: none"> • At the beginning of each session, adults will remind children of hygiene and safer distancing rules. • Children will go to their designated chair each morning • A piece of tape will be placed 2m away from the first row of desks in order for adults to maintain a 2m distance whenever viable. • Desks will be placed in straight rows with children sitting next to each other. • Opportunities will be given for outdoor learning as this is seen as minimising any threat of the virus spreading • Children will be allowed to bring in protective sunscreen on potentially sunny days. However children must be able to apply these themselves and must not share with others. If parents wish to send 	<p><u>Green</u></p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>	<p><u>During lockdown</u> children came well prepared by parents as to what to expect</p>

<ul style="list-style-type: none"> • Playtimes • Lunch times • Behaviour • First Aid • Contacting School Office • Mobile Phones 	<p>these in they must check first that they are not ‘nut’ based. This information to be provided to parents.</p> <ul style="list-style-type: none"> • Children given guidance as to what they can play during playtimes, e.g. skipping ropes, Hula hoops (non-contact games) • Hot Meals will be provided for all FSM children and those in the Foundation Stage and Key Stage 1. Children in Key Stage 2 can purchase a pack-up from The Farm Kitchen as a paid meal. All other children to bring food from home and to be kept in the classroom with their other belongings. Reception, Year 1 and Year 2 children will eat in the school hall on a rota basis and at a safe distance. All other classes will eat in the classroom. • There will be no sharing of food. • The School’s Behaviour Policy will be updated in order to ensure the safety of all in the light of changes to social distancing and the welfare of others. This will be communicated to the school community as a whole. • First Aid will be handled by Class Teachers unless Paediatric First Aider is required. First Aid kit and PPE boxes available for each group. • Each Class will have a Walkie Talkie to contact school office. • Year 6 pupils walking home on their own in the light can bring mobile phones into school. However these will be left in bags in the classroom. These are left at owner’s risk. 	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>	<p>School Behaviour Policy to be continually updated in line with current situation</p>
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<ul style="list-style-type: none"> • Music • Marking • Catch-up funding 	<ul style="list-style-type: none"> • Singing is not allowed and parents will be informed when Peripatetic Music Lessons begin – these will follow school safety guidelines. • Teaching staff can use stamps where appropriate to mark children’s work in order to avoid excessive touching of books. • The Government’s catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 	<p>Green</p> <p>Green</p> <p>Green</p>	
<p>Safeguarding</p> <ul style="list-style-type: none"> • Capacity with possible increased numbers • Special Educational Needs • Leadership 	<ul style="list-style-type: none"> • Measures to be put in place to deal with an increase in incidents and children suffering from witnessing domestic abuse in the home / bereavement / behavioural issues. • Risk assessments carried out for children returning to school who need Personal Care Plans and clear guidance for staff, e.g. use of PPE, to ensure all remain safe. • Support will be given to staff by Mental Health Lead to support pupils into school. SENDCo – Risk assessments are in place as required. Important to ensure good routines and expectations in place and that they continued to be reiterated. Discussion with leadership if there are concerns. • Pupils EHC plans are provided as normal. • The Executive Headteacher liaises with the Governing Body about possible arrangements for running the school during the pandemic, e.g. social distancing measures and how lessons will be delivered. 	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>	

<ul style="list-style-type: none"> • Pregnant Staff • Provision of Benefits-related School Meals • Extracurricular activities and wraparound provision 	<ul style="list-style-type: none"> • Members of the leadership team will be present on site every day to support staff and ensure all protocols are adhered to. SENDCO/DDSL, DSL and members of staff with paediatric first aid trained staff on site. Leadership visible every day. Teachers to ensure an area 2m square within the classroom doorway for members of leadership to observe work taking place in the classroom. • Pregnant staff of any gestation are not required to work on site if this is not supported by their GP. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at greater risk of severe illness from coronavirus at any gestation, are supported to take a more cautionary approach. • Pupils who are entitled to a benefits-related school meal and are self-isolating due to coronavirus are entitled to either a food parcel / pack-up / or voucher as a replacement to the meal they would have received in school. The school will ensure one of the above is made available. • When the Government deems that pupils who are in receipt of Benefit-related school meals should have food provided during school holiday, the school will provide a voucher in its place. • Clubs are run in line with protective measures, e.g. keeping pupils in their bubbles wherever possible. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. 		
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