



Coronavirus (COVID-19): Risk Assessment Action Plan for full school opening Sep 21

Wombridge Primary School

Assessment conducted by: Mrs E Solomon	Job title: Head Teacher	Covered by this assessment: Wombridge Primary School
Date of assessment: 24.5.2020 Reviewed 8.6.20 Reviewed 4.3.21 Reviewed for Sep 21 start: 26.8.21 Reviewed 8/9/21 Reviewed 3.1.22	Date of next review: Reviewed when necessary if change in school circumstances or following new national/local guidance.	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups nursery, reception and key worker/vulnerable pupils **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

Risk Description/ Area of Concern	Risk Controls	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly • Information on the school website is updated. • Pupils updated via classrooms as necessary. • Any change in information to be shared with Chair of Governors, consulted with employees directly, and passed on to parents and staff by email • Class bubbles are temporarily re-introduced. • Face masks are worn in communal areas • Staggered breaks and lunches • Play ground zones are established <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Mrs E Solomon Mrs E Solomon	1 st Sep 2021 and then updated as new guidance is published As of 8/9/21	
Poor communication with parents and other stakeholders	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Head teacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. Updated version is shared website <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Mrs E Solomon	Wb 1.9.21 and updated as new guidance is published	
Lack of awareness of policies and procedures	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: 	Mrs E Solomon	Wb 1.9.21 and updated	

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	<ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy ➤ Business Continuity/Resilience • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The 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' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus 	Mrs L Jenner	as new guidance is published	
Poor hygiene practice in school - General	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) 	Admin team	<u>1.9.21</u>	

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	<ul style="list-style-type: none"> • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Door handles and doors are regularly cleaned during the day by classroom staff. • Cleaners are employed by the school to carry out additional cleaning- toilets are cleaned during the day before lunchtime and paper/hand towels are refilled regularly (checked twice a day) • Follow T&W cleaning in school guidance • School has directed cleaning team to use "fogging" equipment to deep clean school. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Classroom staff</p> <p>Mrs E Solomon</p> <p>All staff</p> <p>All staff</p> <p>Mrs L Jenner</p> <p>Mrs L Jenner</p>	<p>8.9.21</p>	

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<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<ul style="list-style-type: none"> • All nappy changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in nappy bags • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • Prop doors open where possible to reduce hand contact surfaces • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, safe practices are followed, and the risk of infection is reduced for staff and pupils.</p>	<p>All staff EY team All staff Mrs L Jenner</p>	<p>1.9.21</p>	
<p>Ill health in school.</p>	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> ➢ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➢ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➢ Loss of taste or smell. • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools) • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn 	<p>Mrs E Solomon</p>	<p>1.9.21</p>	

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	<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in medical isolation room where they can be at least two metres away from others Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	<p>All staff</p> <p>All staff</p> <p>Supervising adult</p> <p>Cleaning team</p> <p>Mrs E Solomon</p>		
Contractors, deliveries and visitors increase the risk of infection.	<ul style="list-style-type: none"> All contractors/visitors to wash hands either prior to or on entry to the school site Visitors are restricted to one family in the enclosed Reception area Email/Phone call and MT are used as a way to communicate with parents and visitors Visitors to school site are requested to wear face coverings Drop off and collection are limited to one adult per family 	<p>Admin team</p> <p>All staff</p>	<p>1.9.21</p> <p>As of 8/9/21</p>	

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	<ul style="list-style-type: none"> • Staff are on hand to assist with entry and dismissal procedures, encouraging parents to follow the one way system • Contractors and visitors are directed to specific/designated handwashing facilities • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>			
Jan 2022 Guidance	<p>No longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 Vaccine 	All staff All staff	4.1.22 4.1.22	

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	<p>and what to do. They should not 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). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice</p> <p>For more information https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be</p>	<p>All staff and pupils</p> <p>All staff and pupils</p> <p>All staff</p>	<p>4.1.22</p> <p>4.1.22</p> <p>4.1.22</p>	

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	<p>contrary to government guidance or legislation around COVID-19.</p> <p>When staff absence cannot be covered, flexible working applies. Class groups may be mixed and support staff used to supervise groups of children.</p>			