

Priory C of E Primary School
Covid19 Risk Assessment, Safeguarding Procedures Guidance for the re-opening of
school after lockdown

This Risk assessment was amended on 8th March 2021 when the schools were reopened following partial closure due to lockdown. It was updated on 19th April 2021.

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
 - First Aid Policy
 - Child Protection Policy
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90202/covid-19-guidance-for-schools.pdf)
 - <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

As guidance is changing daily you should also check the Government website daily for any additional guidance

<https://www.gov.uk/coronavirus>

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into **Priory CE Primary**.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a persons health or safety.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter **PRIORY CE PRIMARY SCHOOL**.

The level of risk is calculated by:

The likelihood	x	The Consequence	
1- Very unlikely		1- Insignificant	(no injury)
2- Unlikely		2- Minor	(minor injury needing first aid)
3. Likely		3- Moderate	(up to 3 days absence)
4. Very Likely		4- Major	(more than 3 days absence)
5. Certain		5- Catastrophic	(death)

Risk rating:

1 – 4	Low (acceptable)	<i>No further action required</i>
5 – 9	Medium (adequate)	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
10 – 16	High (tolerable)	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>
17 – 25	Very High (unacceptable)	<i>Do not undertake the activity. Implement immediate improvements</i>

Details of Hazard	Who is affected and how?	What controls are already in place?	Current Risk			Further Actions Required	By Whom	By When	Residual Risk		
			Likelihood	Consequence	Risk Rating				Likelihood	Consequence	Risk Rating
<p><i>Expectant mothers, also see individual RA</i></p> <p>Infection of Coronavirus in the school or through work activities</p>	<p>Employees, children, visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19</p>	<ul style="list-style-type: none"> Employee /pupils with vulnerabilities and shielding as identified by PHE known. Asked to complete an individual risk assessment with PK/JC Implemented measures for staff / pupils who display symptoms in accordance with Government guidelines. Implemented social distancing protocols in line with guidance where practicable. Planned other alternatives where social distancing not practical. Mask/Visor to be worn by all staff in contact with parents – provided by school/lanyard sanitizer to be provided by school No congregating in shared areas e.g. staff room Photocopier and signing in screen – 2m distancing – sanitize hand before and after use. Meetings to be avoided unless essential, use phone/Zoom/Dojo Masks/visors can be worn in shared areas One way system on external site Front-door drop off for anyone struggling with accessibility Lateral tests available for use by all staff 	2	4	8	<ul style="list-style-type: none"> Review risk based on guidance as necessary 	Pam Keen /Jenny Cunliffe	Ongoing	2	4	8

Suspected or confirmed Covid 19 outbreak	As above	<p>Staff to:</p> <ul style="list-style-type: none"> • Leave premises as soon as symptoms start or do not enter • Self-isolation as per Government guidance • Refer for testing – report to LA if positive, call DfE and LA • Engage with Test and Trace procedures as recommended by PHE <p>SLT to: See confirmed case action plan</p> <ul style="list-style-type: none"> • Share advice with staff and parents • Meet with Public Health to discuss protective measures if necessary. • JC/PK attended Public Health training 	2	4	8	<ul style="list-style-type: none"> • Review Infection control procedures 	Pam Keen /Jenny Cunliffe	Ongoing	2	4	8
Visitors	As above	<ul style="list-style-type: none"> • Track and Trace form completed or scan in with QR code • Only essential Safeguarding/SEND/Medical staff to be allowed on site during the school day – wearing a mask • Parents to call/Dojo/Zoom • Posters on display • Social distancing to be implemented by all staff • SLT to be informed of any issues. • Staggered starts/pick ups avoid ‘congestion areas’ by the N/R, Y3/4 and Y5/6 doors. • Signs to guide parents at to where to go • Gates to be opened at 8:40am • Dojo sent to parents to update them • Masks to be worn on site • Governing board meetings to be virtual 	2	4	8	<ul style="list-style-type: none"> • 	Cat Hawkesworth/Jenny Cunliffe	1 st June Ongoing	1	4	4

Lettings	As above	<ul style="list-style-type: none"> • Covid handbook and risk assessment to be shared with all Hirers • All lettings to comply with current government guidelines – risk assessments to reviewed by JC/CH • Hirers to be responsible for cleaning of the area/s that they use following the session 	2	4	8	<ul style="list-style-type: none"> • JC/CH to monitor 	Cat Hawkesworth /Jenny Cunliffe	Ongoing	1	4	4
Student placements/visitors	As above	<ul style="list-style-type: none"> • Covid appendix and RA to be shared by phase leaders. • Access Lateral flow tests twice per week – school to provide tests if needed. • Other measures as per staff 	2	4	8	<ul style="list-style-type: none"> • Phase leaders to report any concerns/issues to CH/JC 	Cat Hawkesworth /Jenny Cunliffe	Ongoing	1	4	4
Contractors	As above	<ul style="list-style-type: none"> • Contractors limited to essential only • Booked visits only – recorded on staff calendar – all via RS • Request to see Risk Assessment • Track and Trace form completed or scan in with QR code • Explain expectations of social distancing, limiting contacting with people and the environment • Staff clean any contact areas with antibacterial spray or diluted bleach • Contractors to wear a mask at all times 	2	4	8	<ul style="list-style-type: none"> • Continue to limit to essential visitors only 	Cat Hawkesworth /Jenny Cunliffe	Ongoing	1	4	4
Footpaths and collection areas	As above	<ul style="list-style-type: none"> • One way system implemented – supervised by school staff • Footpaths are all wide enough for social distancing • Collection areas large spaces where parents can spread out and socially distance • Entrance and exits are spread across the site to reduce footfall. • Start and end times are staggered. • Sanitizer available across the site 	1	4	4	<ul style="list-style-type: none"> • Monitored at the start and end of every school day by staff at building entrances/exits and SLT from the main entrance/exit. 	Pam Keen/ Jenny Cunliffe	Ongoing	1	4	4

Office, work-stations Reception Area Photocopier	As above	<ul style="list-style-type: none"> Office closed to parents – Call/email instead. Any items such as medication that have to be left at the office to be left in a drop box by the doors. Parcels, letters etc. placed on the side not handed to staff Work-stations distanced. Clean own station with diluted bleach twice daily – before and after use. Staff not to enter office without agreement and unless essential – use the hatch. No hot desking allowed. Own resources – where not possible clean after use. Photo-copier controls to be cleaned after each use. Anti-bacterial wipes available. Open windows and doors to increase ventilation 	2	4	8	<ul style="list-style-type: none"> Monitored by SLT daily 	Cat Hawkesworth/ Jenny Cunliffe	Ongoing	1	4	4
Staffrooms and kitchens	As above	<ul style="list-style-type: none"> Thoroughly clean and disinfect at the end of each day. Staff to monitor and clean throughout the day. Cups and utensils not to be shared and to be washed immediately after use. Sanitise hands before and after use of microwave/fridge Utilising all kitchen spaces and allocating to groups of staff. Staff to eat in their own empty bubble classrooms to avoid mixing 	2	4	8	<ul style="list-style-type: none"> Monitored by SLT daily Contingency in place – see city catering risk assessment 	Pam Keen/ Jenny Cunliffe	Ongoing	1	4	4
Meeting Room	As above	<ul style="list-style-type: none"> Can be used for small meetings of up to 4 people – any larger meetings should be virtual or socially distanced in a larger space. 	1	4	4	<ul style="list-style-type: none"> Monitor by SLT 	Pam Keen/ Jenny Cunliffe	Ongoing	1	4	4

		<ul style="list-style-type: none"> • Clean table after use. • Diluted bleach and hand sanitiser available. 									
All Stars Wrap around care	As above	<ul style="list-style-type: none"> • Consistent staffing, social distancing in place between year groups – rota that offers contingency • Cleaning as per classrooms • No access to parents • Pediatric first aid emergency cover by AB/EW 	2	4	8	<ul style="list-style-type: none"> • Monitor by SLT 	Pam Keen/ Jenny Cunliffe	Ongoing	2	4	8
Classrooms	As above	<ul style="list-style-type: none"> • Hand sanitiser available • Consistent staff - year group bubble • Bubble cleaning routine for staff • Staff don't share resources – clean if they do • Open windows and doors to increase ventilation • Desks in forward facing rows (Y2+) • Use the outdoors where possible • Limiting soft furnishings • Removing unnecessary items including furniture • Limiting resources and cleaning after use • Rotating resources • Assigning named resources for pupils • Hand sanitiser on entrance to the room • Staff to clean own classrooms at the end of the day to limit further contact with additional staff 	2	4	8	<ul style="list-style-type: none"> • Phase leaders and Key stage leads to review classrooms daily • Order additional hoovers for use in phases 	Emma Woolliscroft N – Y2 & Lee Facey Y3 – Y6	Ongoing	1	4	4
Playground and play equipment	As above	<ul style="list-style-type: none"> • Divide and allocate play areas to bubbles. • Staggered break and lunchtimes • Rotate the use of small equipment. • Clean large equipment • Masks/visors to be worn by LTS inside, 	2	4	8	<ul style="list-style-type: none"> • Monitor by SLT 	Emma Woolliscroft N – Y2 & Lee Facey Y3 – Y6	Ongoing	1	4	4

		they may wear them outside if they wish									
Toilets	As above	<ul style="list-style-type: none"> • Handwashing signs • Children taught handwashing & reminded • Doors and windows open where possible • Thorough cleaning of all toilets at break, lunch and after school– all touch points • Rota for use of set toilets for pupils and time of access – limit use at other times – toilet pass one per class • Staff to escort and supervise young children 	2	4	8	<ul style="list-style-type: none"> • Regular checking and disinfecting by Pod staff 	Cat Hawkesworth Staff Emma Woolliscroft N – Y2 & Lee Facey Y3 – Y6	Ongoing	1	4	4
COSHH Hand sanitizer Cleaning Products	As above	<ul style="list-style-type: none"> • COSHH procedures in place • Cleaning products, diluted bleach and hand sanitizer readily available. • PPE – aprons and gloves available 	1	4	4	<ul style="list-style-type: none"> • Use of cleaning products guidance given to all staff. 	Cat Hawkesworth	Ongoing	1	4	4
First Aid and Intimate care arrangements	As above	<ul style="list-style-type: none"> • First Aid policy • Intimate care policy and risk assessment • PPE gloves and aprons • Trained staff • Rota ensures First Aid is available • Resources well stocked • Review intimate Care risk assessment • Individual risk assessment for pupils • In the event of CPR being required it is advised only chest compressions are given. 	1	4	4	<ul style="list-style-type: none"> • Ensure staff follow policy and guidance • Ensure staff use PPE • Staff only to provide this care if they are happy to do so. 	Emma Woolliscroft	Ongoing	1	4	4
First Aid Medication	Children and staff	<ul style="list-style-type: none"> • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	2	4	8		Pam Keen/ Jenny Cunliffe	Ongoing	2	4	Review on a case by case basis
Physical Support	As above	<ul style="list-style-type: none"> • Clear and shared policy on the use of physical support 	1	4	4	<ul style="list-style-type: none"> • Review pupil risk assessment or create one if not in place. 	Jenny Cunliffe	Ongoing	1	4	4

<i>Advice taken from a specialist setting</i>		<ul style="list-style-type: none"> All staff trained Risk Assessments for any pupils who may need physical support in place Only use in an emergency and if staff are happy to do so – step away as soon as they are able 				•					
Spitting <i>Advice taken from SEND advisor</i>	Children and staff	<ul style="list-style-type: none"> Risk Assessments for any pupils who is known to spit at staff/pupils Visors available for staff Use 'side' physical support Minimise face to face contact Reward charts for pupil for not spitting, social story with alternatives for venting anger/self-soothing etc Access to a chewy 	2	4	8	• Monitor incidents.	Jenny Cunliffe	Ongoing	2	4	8
Mental Health support	Children and staff	<ul style="list-style-type: none"> Mental Health First Aiders for staff Wellbeing policy Mental Health support for pupils – specialist staff Policy and pathways for supporting children and staff Mental Health access for staff – either MHFA in school or on the phone. Access to support –HR Referrals and Dove Staff available daily for therapeutic support Staff handbook for return to school guide staff on actions to take if concerned about a child. PK/JC to direct as appropriate as pupils return. Support packs delivered to all SEND learners and available for everyone. September Belonging unit for the whole school 	1	4	4	• On-going monitoring of general wellbeing of staff	Jenny Cunliffe	Ongoing	1	4	4

		<ul style="list-style-type: none"> • Additional SEMH/PSHE lessons planned in • Daily mindfulness introduced • Emotional wellness screening • Access to coaching for staff (external coach) • Mental Health risk assessments as needed for staff 									
Emergency Evacuation	Staff/children/visitors	<ul style="list-style-type: none"> • Normal fire/evacuation in place and will be followed. • All teachers to log numbers of pupils in school each day – whole team to be aware • Bubble/ full drills to ensure that pupils and staff are aware of procedure 	2	4	8	<ul style="list-style-type: none"> • Continue to follow protocol 	Pam Keen/Jenny Cunliffe	Ongoing	2	4	8
<i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing</i>											
Wet Play/Lunch	Children and staff	<ul style="list-style-type: none"> • Pupils remain in designated room • Allow supervised toilet breaks if needed • Support to cover teachers to have comfort breaks/lunch – LTS to monitor class from doorway during this time. • LTS to wear masks and avoid proximity contact with staff/pupils in any bubble. 	2	4	8	<ul style="list-style-type: none"> • Put a rota in place 	Pam Keen/Jenny Cunliffe	Ongoing	2	4	8

Information for parent/carers, staff, visitors and building users

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards



✓ try to avoid close contact with people who are unwell

Don't

X do not touch your eyes, nose or mouth if your hands are not clean

X enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

