

# Ann Edwards CE Primary School

## Full Re-opening CV19 Risk Assessment – March 2021

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This risk assessment has been put in place to help control measures and limit the risk of exposure of COVID19 to the whole school community from 8<sup>th</sup> March 2021. It covers the measures needed above and beyond the usual control measures we already have in place, such as hygiene during food preparation or intimate care.

The example measures we list are based on current (as at 24 February 2021) government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

### **RAG rate your control measures**

Each control measure has been assessed and assigned the appropriate colour. Each colour shows how prepared we are for each measure being in place from the 8<sup>th</sup> March

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be put in place
- Green: this measure is already in place

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current government guidance</a>. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <a href="#">current government guidance</a>.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can be picked up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• A window will be opened in the room to allow for fresh air ventilation</li> <li>• If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p>	<p>All Staff</p> <p>Especially: Head teacher SBM</p>	<p>8<sup>th</sup> March 2021</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
	<p><b>Rapid testing programme:</b></p> <p>Staff will be offered 2 lateral flow tests per week, for use at home.</p> <p>We will ask them to carefully read the government’s guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this.</p> <p>We won’t need to see evidence of a negative test result in order to allow staff to attend school.</p> <p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> <li>• To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere)</li> <li>• That they, and members of their household, should self-isolate in line with the latest government guidance</li> <li>• That they should report their lateral flow test result to NHS Test and Trace</li> </ul> <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures as if that staff member had been symptomatic while in school.</p> <p>All staff will continue to follow the measures set out in this risk assessment, even if their not participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE’s <a href="#">‘online attendance form daily return’</a>). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who’s been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by</p>		

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	<p>calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> <li>• Face-to-face contact, including: <ul style="list-style-type: none"> <li>○ Being coughed on</li> <li>○ A face-to-face conversation within 1 metre</li> </ul> </li> <li>• Being within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• Sexual contact</li> <li>• Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)</li> <li>• Travelling in a small vehicle or a plane</li> </ul>		
<p>Contact with coronavirus when getting to and from school</p>	<p>All pupils will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport, discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that,</p>	<p>All Staff Parents</p>	<p>March 8<sup>th</sup> 2021</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
	<p>wherever possible:</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> <li>• Windows and ceiling vents are opened to maximise ventilation of fresh air from outside</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times</li> <li>• The protocols for minimising adult to adult contact</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p>		
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after</li> </ul>	<p>All Staff</p> <p>Especially: Site Manager &amp; External</p>	<p>8<sup>th</sup> March 2021</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
	<p>sneezing or coughing</p> <ul style="list-style-type: none"> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins will be emptied throughout the day.</p>	Cleaning Company (Ecoclean)	
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products, including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> </ul> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery.</p>	All Staff  Especially: Site Manager & External Cleaning Company (Ecoclean)	8 <sup>th</sup> March 2021

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
	<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils will be kept to their phase/class bubbles.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Where possible and age appropriate, pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep pupils in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching – Maths/English).</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). When taking place inside, larger, well-ventilated rooms</p>	<p>All Staff</p> <p>Especially: Teachers</p>	<p>8<sup>th</sup> March 2021</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
	<p>will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to.</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, as well as when in areas of not primary use such as corridors and communal areas, unless they're exempt from wearing one.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p>	<p>All Staff</p>	<p>8<sup>th</sup> March 2021</p>

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
staff around and outside of the school	<p>Toilet use will be managed where possible and age appropriate to avoid crowding.</p> <p>Staff use of offices/staff rooms will be staggered where possible to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p>		
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>• Opening windows</li> <li>• Keeping internal and external doors open, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul>	Head teacher Site Manager SBM	8 <sup>th</sup> March 2021

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
	<p>Bins will be provided in all classrooms/ bay areas and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>		
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted in a room large enough to allow for social distancing.</p>	Head teacher Teachers SBM	8 <sup>th</sup> March 2021
Individuals vulnerable to serious infection coming into school	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> <li>○ Where possible, maintaining 2 metre distance from others</li> <li>○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others</li> </ul> <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p>	Head teacher SBM	8 <sup>th</sup> March 2021