



Holmer Lake Primary School

Coronavirus (COVID-19): Amendments to School Risk Assessments from 8th March 2021

- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- The document advises of amendments that need to added/considered to existing school risk assessments, it 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 full 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.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign Date Chair of Governors sign Date
Completion Date:	The date by which required plans for controls will be in place. 8 th March 2021 onwards

Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	Comments / Actions needed
Clinically Extremely vulnerable (CEV) individuals	H	<p>Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus</p> <p>Staff – Advice for those identified as clinically extremely vulnerable through the defined 3 ways published on 25th February 2021</p> <p>HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until at least the 31st March</p> <p>See amended guidance and individual risk assessment for staff that are CEV</p>	L	L	SLT	<p>8th March 2021</p> <p>RA to be completed on return to work.</p>	<p>All staff of CEV and pregnant are in school. Testing will take place and will follow COVID isolation rules.</p>
Testing of staff and pupils	H	<p>The asymptomatic testing programme in education currently covers all staff at school and pupils – see further details in LFT testing in secondary/primary or special schools.</p> <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can</p>	L	L	All staff who have opted in.	Ongoing	<p>Staff have the option to take part in LFD testing. Tests are to be taken twice a week. If a positive result is reported to the headteacher and isolation will begin and close contacts</p>

		<p>return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p>					<p>will need to LFD test daily. Currently PCR tests are being held. Staff who test positive will need to re-test .Please see notes</p>
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Rapid COVID-19 testing

	Where	When
Staff in primary schools	At home	Twice weekly
Students in secondary schools and colleges	Initial 3 tests at school or college, then at home	
Staff in secondary schools and colleges	At home	
Staff in special schools and alternative provision	At home	
Staff and students in university	At university	
Nursery staff (school-based and maintained)	At home	Twice weekly from late March
Nursery staff (private and independent)	At home	

System of Controls - Prevention

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Prevention You must always:
 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
 - Any pupils self-isolating or deemed as CEV will be provided with remote learning or learning packs home Upon admin phone calls home or parents calling in regarding attendance.
 2) Ensure face coverings are used in recommended circumstances.
 - All staff to wear face covering in communal areas. Staff who are exempt to make themselves known to HF.
 - All parents and visitors to wear face coverings when on site.

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All staff

Ongoing

Isolation room for any pupils displaying symptoms will be disabled toilet by KS1. Supervising staff member to wear PPE including surgical mask. Ensure sign is displayed after use stating that

		<p>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p> <ul style="list-style-type: none"> - Hands to be washed for at least 20 seconds. <p>All classrooms now have a hand sanitiser outside their room as well as a sink with soap and water to use.</p> <p>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> - Pedal bins with lids to be available in all classrooms and offices. - Tissue boxes to be available in all classrooms and offices. - Pupils and staff to place any tissues to wipe bodily fluids, including nose in the pedal bin to promote the 'catch it, bin it, kill it' approach. <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> - Cleaning team will continue with COVID cleaning checklist. <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> - We will continue with bubbles and staggered starts/ends/breaks and lunches. <p>Continue to maintain a 2m distance with pupils, parents and colleagues.</p> <p>No more than 6 people in the staff room at any one time.</p> <p>Additional breakout area will be the hall.</p> <p>7) Keep occupied spaces well ventilated.</p> <ul style="list-style-type: none"> - Top windows to be open in classrooms and offices and classrooms doors to be kept open. <p>In specific circumstances:</p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <ul style="list-style-type: none"> - Surgical masks to be worn as part of PPE. <p>9) Promote and engage in asymptomatic testing, where available</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p>					<p>room cannot be used until it has been deep cleaned. Notify SLT.</p>
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		Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.					
System of Control - Responsive	H	<p>Response to any infection</p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection hub via email of positive cases. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>- Admin team to ensure they have name and contact number for any visitors to support NHS track and trace.</p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection hub via email of positive staff. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>	L	L	SLT and admin team	Ongoing	In the event of an outbreak, we have an outbreak management policy which will come into effect.
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.	L	L	SLT		School starts at 8.45am and finishes at 3.05pm No staggered starts or finish times are in place

							Face masks are to be worn when entering the site grounds by parents.
Poor hygiene practice – specific - end of the school day.	H		L	L	All staff	Ongoing	
NEW Use of equipment		<p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • Clean it before it is moved between bubbles • Allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> • Restricted to one user • Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p>					<p>Breaktime and lunchtimes are in 3 timing Along with COVID cleaning after lunchtime .</p> <p>Pupils to wear PE kit to school on PE days.</p> <p>Equipment to be cleaned between use.</p> <p>Equipment used by EYFS/ KS1 pupils to be cleaned after use – staff to soak in virucidal for 5 mins and then dry.</p>

		<p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> • Lunch boxes • Hats and coats • Books • Stationery • Mobile phones <p>- See Teaching and Office COVID checklist below.</p>					
Face coverings	H	<p>Ensure where there is a need for face coverings in the school the control is implemented</p> <p>There should be a process for when face coverings are worn within school and how they should be removed.</p> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching, this includes removal and putting on • Safe storage of them in individual, sealable plastic bags <p>Children in primary school do not need to wear a face covering.</p> <p>When face coverings become damp, it should not be worn, and the face covering should be replaced carefully</p> <p>You must instruct pupils to;</p> <ul style="list-style-type: none"> • Not touch the front of their face coverings during use or when removing it • Dispose of temporary face coverings in a black bag waste bin (not recycling bin) 	L	L	All staff	Ongoing	<p>Face coverings available from the admin team.</p> <p>Staff can wear masks when working with a child 1:1 or offering support.</p>

		<ul style="list-style-type: none"> Place reusable face covers in a plastic bag and take them home with them Wash their hands again before heading to classroom <p>Ensure there are sufficient waste bins located around the school for disposal of face masks and face covers</p> <p>See further advice in the Face Coverings guidance</p> <p>Exemptions -Some individuals are exempt from wearing face coverings.</p> <p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> are struggling to access a face covering are unable to use their face covering as it has become damp, soiled or unsafe have forgotten their face covering 					
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Follow guidance from the Test and Trace team in the Health Protection Hub 	L	L	SLT and admin team	Ongoing	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<p>Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.</p> <p>Keep movement around the school to a minimum. Brief passing in corridors or playground is low risk.</p> <p>Avoid creating busy corridors, entrances and exits by;</p> <ul style="list-style-type: none"> Staggered start and finish times Staggered break and lunch times - Each class has been assigned at least two adults who will support the children when they are in class eating their lunch. One of the adults to collect food trolley from small hall. 	L	L	All staff	Ongoing	Limit the movement of pupils around school. KS2 pupils to be encouraged to use the toilet during breaks rather than during lesson times unless there is an emergency/the child has a medical condition.

							1:1 SMARTER trackers for identified pupils.
Ventilation	H	<p>Keeping occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air <p>Review ventilation within the school</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>And</p> <p>CIBSE - CIBSE - Coronavirus COVID 19</p>	L	L	Caretaker and SLT	Ongoing	Windows are opened in classrooms, staff room and main work ways every morning by the caretaker.

		<p>Provide more information</p> <p>See further information in T&W Ventilation guidance</p>					
Breakfast club/After school provisions	H	<p>From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.</p> <p>We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance.</p> <p>Review any Wrap around care and extra curriculum activities - can they take place safely?</p> <p>Parents should be advised that they must only use this, where;</p> <ul style="list-style-type: none"> • The provision is being offered as part of the school's educational activities (including catch-up provision) • The provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 	L	L	B/C and AS/C staff and SLT	8 th March	Trips and visits have resumed. Breakfast and afterschool provision is in place.
Cleaning is not sufficiently comprehensive.	H	Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.	L	L	Cleaning team and SLT	Ongoing	Midday cleaning of toilets and

		<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms / shared areas that are used by different groups • Allow time for cleaning surfaces in dining hall between groups • frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • encourage pupils to wash hands thoroughly after using the toilet <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use</p> <ul style="list-style-type: none"> - See COVID cleaning checklist below. - Full reopening checks to be completed by CT including legionella checks – running all taps in school. Visual checks of any rooms that have not been used over lockdown. 					<p>touch point areas. Hand sanitizing units are located around the site and cleaning virucidal to help stop the spread of COVID</p> <p>Site team to ensure that all cleaning bottles are clearly labelled for use. All cleaning liquids need to be kept out of reach of pupils at all times.</p>
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Teaching and Office Staff Cleaning Checklist

All teaching equipment is cleaned in between use.
Classroom doors (not fire exit) and a window to remain open for ventilation.
All communal equipment, such as photocopiers to be cleaned after each use.
Where possible, pupils to be given their own equipment (pencil case etc).
Robust hand sanitisation for pupils and staff.
Classrooms need to be left neat and tidy with all surfaces to be left clear.
PPE must be worn when cleaning any bodily fluids or administering first aid (including a surgical mask).

Cleaning Checklist. In addition to daily cleaning:

Masks, gloves and aprons to be worn at all times.

Must be ticked and returned to cleaning supervisor daily.	Tick
For the areas that you clean:	

<ul style="list-style-type: none"> • In addition to normal cleaning, all touch points in classrooms and offices (door handles, window handles) to be cleaned daily. 	
<ul style="list-style-type: none"> • All surfaces (tables/desks) to be cleaned daily. 	
<ul style="list-style-type: none"> • In addition to normal cleaning, all touch points in toilets (cubicle handles, door handles, paper holder) to be cleaned daily. 	
<ul style="list-style-type: none"> • Carpets/ rugs in classrooms being used to be shampooed fortnightly (rooms in use only). 	Date