



Wellesley Park Primary School (393)

Risk Management - Assessment Report

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| Risk Area: | COVID-19 |
| Assessment Framework: | 19 July 2021 onwards Covid-19 |
| Work Area or Activity: | Re-opening of School - September 2021 |
| Competent Person | Carly Wilkins |
| Assisted by: | Jo Lilley |
| Groups Affected: | All pupils, staff and parents Students on Work Experience Visitors |
| Assessed on: | 01/09/2021 |
| To be Reviewed on: | 18/10/2021 |

| What are the Hazards? | What is already being done? |
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| Are you familiar with the contingency framework and how might the school use this? | The CEO, HT and SBM are familiar with the Contingency framework: education and childcare settings. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Con |
| Explain your outbreak management plan should the reintroduction of bubbles be required | Our Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID-19, provided by the Department of Education (DfE). Local authorities, DsPH and HPTs may recommend the reintroduction of face coverings, bubbles, etc as a precaution, in the entire area. |
| How will good hygiene measures be supervised/reminded? | Staff and pupils will continue to be instructed/encouraged to wash their hands thoroughly and/or use hand sanitiser regularly. Staff will wash their hands on a regular basis including when they arrive at school; before and when they return from breaks; when they return after eating; after every cough or sneeze. Children and staff will also wash their hands at other times, as and when appropriate. Handwashing will always take priority over hand sanitiser. Handwashing facilities will be readily available for all contractors and visitors to use. Hand sanitiser will be kept out of reach from children and staff. Hand sanitiser will be used by children then they will always be supervised. Hand sanitiser is not to be used if associated with that product under COSHH. Children are always encouraged to wash their hands for 20 seconds and, they are always supervised. Staff are always available to supervise the children, especially the younger ones or children with special needs. Staff will be discretely taught how to wash their hands correctly using the e-bug recommended resources. There are also signs to remind the correct method for washing hands. The soap dispensers are topped up daily and there are spare supplies available in the canteen. The soap dispensers are regularly checked by the School Business Manager and orders are placed to ensure that we do not run out. The 'catch it, bin it, kill it, wash your hands' approach continues to be very important. The SBM will ensure that there are additional bins available throughout the school to support learners and staff to follow this routine. |
| How will good ventilation be maintained while ensuring thermal comfort? | When our school is in operation, we will ensure that it is well ventilated and that a comfortable teaching environment is maintained. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a comfortable environment. External opening doors may also be used (if they are not fire doors and where safe to do so). To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be implemented: Opening high level windows in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied - pupils and staff have the flexibility to wear additional suitable indoor clothing. Open windows fully when rooms are unoccupied for longer periods, to purge the air (e.g. lunch times and before and after school). Heating will be used as necessary, to ensure comfort levels are maintained, particularly in occupied spaces. Children and staff will be supervised when using additional layers if needed. DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) to monitor CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed. |
| If you are planning a school trip, have you checked details with your insurer? | When booking future educational trips, the school will ensure the review will include a check on whether financial protection is in place. Full risk assessments must be undertaken by the visit leader. |
| Outline when PPE (as opposed to face coverings) may be required | The majority of staff in education settings will not require PPE, beyond what they would normally need for their work. PPE is required in the following circumstances: 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only if the child or young person cannot be maintained 2) where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the PPE is used. Everyone must wash their hands for 20 seconds with soap and running water after any contact with someone who is unwell with symptoms must be cleaned after they have left to reduce the risk of transmission. |
| Staff to undertake twice weekly tests from home until end September (pending new guidance) how will this be communicated | Staff (if opted in) will continue to test with LFDs twice a week at home. There is a separate risk assessment in place for the use of home Lateral Flow Device Tests. The need for regular asymptomatic testing will be reviewed at the end of September. |
| What curriculum specific additional cleaning/other measures might be maintained? | <ul style="list-style-type: none"> Instruments will not be shared and they will be appropriately cleaned after use. PE equipment will be thoroughly cleaned between use. |
| What remote education plans will be in place should a student need to self-isolate? | Wellesley Park will deliver high-quality remote education for all pupils and students if: <ul style="list-style-type: none"> they have tested positive for COVID-19 but are well enough to learn from home; or attendance at their setting has been temporarily restricted. |
| While face coverings are no longer a legal requirement, outline when these may be required | Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law, but expects and recommends that they are worn in spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated spaces. However, face coverings may be recommended in the following situations: <ul style="list-style-type: none"> If you have a substantial increase in the number of positive cases in your school a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms unless exempt) In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, can also be worn. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made of a material capable of filtering airborne particles. |

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| | <p>Whilst we continue to manage the ongoing pandemic and monitor the impact locally and within our school, we would like to see face coverings covering when on school site.</p> |
| <p>You must continue with effective cleaning measures, what will these be?</p> | <p>School staff will be carrying out regular cleaning throughout the day and will focus on high traffic/touch areas e.g. light switches, door handles, tables, chairs, windows as well as additional shared items in communal areas e.g. phones, photocopiers, kettles, etc. This is also applicable for shared areas that are used by different groups.</p> <p>To evidence the cleaning routine a tick sheet is signed and dated by the person carrying out the cleaning for each area. They create and check the cleaning schedules for all staff to use and the Trust Premises Manager will monitor.</p> <p>Viricidal cleaner will be the cleaning product as well as household disinfectants, which complies with Government cleaning products are always kept out of reach of children.</p> |
| <p>Have you considered arrangements for visitors and contractors?</p> | <p>All visitors and contractors will be seen outside of school hours, where possible. This must be by prior appointment. Parent buildings either, or at the office, unless it is by prior appointment only. Appointments will be offered to parents if telephone call. All communication with parents will be via telephone, class do-jo, email and school letters. All visitors are required to sign in and adhere to social distancing and wear a face covering when arriving on school site. Hand sanitiser is also available at school before they enter the school. When booking appointments, they are also told not to come onto site if they are displaying any symptoms. There is also a separate COVID risk assessment in place on EEC for visitors and contractors which can be used in conjunction with the above.</p> |
| <p>How will you reduce spreading coronavirus from contact with surfaces, equipment and workstations?</p> | <p>Reduced clutter and removing difficult to clean items to make cleaning easier.</p> <p>Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces, but especially on high touch surfaces such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <ul style="list-style-type: none"> • Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. • Most IT equipment is allocated on a personal basis or to include in cleaning regimes clean between each user. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing mats. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and communal areas to be cleaned regularly. • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. |
| <p>How will good hygiene measures be supervised/remembered?</p> | <p>Staff and pupils will continue to be instructed/encouraged to wash their hands thoroughly and/or use hand sanitiser regularly. Staff will wash their hands on a regular basis including when they arrive at school; before and when they return from breaks; when they return after eating; after every cough or sneeze. Children and staff will also wash their hands at other times, as and when appropriate. The paramount importance to control and minimise the risks of catching the virus. Handwashing will always take priority over hand sanitiser. Hand sanitiser will be kept out of reach from children and staff. Soap and water so far as is reasonably practicable. However, if hand sanitiser is used by children then they will always be supervised. Staff are always encouraged to wash their hands for 20 seconds and, they are always encouraged to supervise the children, especially the younger ones or children with special needs. Staff will be discretely taught how to wash their hands correctly using the e-bug recommended resources. There are also signs to remind staff and pupils of the correct method for washing hands. The soap dispensers are topped up daily and there are spare supplies available in the canteen. The soap dispensers are regularly checked by the School Business Manager and orders are placed to ensure that we do not run out.</p> <p>The 'catch it, bin it, kill it, wash your hands' approach continues to be very important. The SBM will ensure that there are additional bins available throughout the school to support learners and staff to follow this routine.</p> |
| <p>How will you ensure that you minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school?</p> | <p>Staff, parents and carers of pupils have been regularly informed, via numerous methods of communication, that they should not attend school if they or someone in their household, are displaying Coronavirus symptoms or have tested positive in the last 10 days. Visitors & contractors are also informed of this when they call to book an appointment. Staff are always encouraged to remain at home if they have symptoms of Coronavirus in children & to inform the Head Teacher immediately who will then make any final decisions.</p> <p>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their voice, or who believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will be supervised at all times.</p> <p>For pupils, the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parent/carer is advised to contact NHS straight away: 111 immediately or call 999 if the pupil becomes seriously ill or the parent/carer is unable to reach the school.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school, to minimise contact. Any pupils who display signs of infection are to be collected and taken home immediately, or as soon as practicable, by the parent/carer are advised to contact NHS straight away: 111 immediately or call 999 if the pupil becomes seriously ill or the parent/carer is unable to reach the school.</p> |
| <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the relevant guidance available here (https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees) how will this be facilitated?</p> | <p>Pregnant women will be expected to return to school, unless they have medical evidence to advise against this decision, or confirm they are CEV.</p> <p>The work place is COVID secure and when they are in work they are required to maintain social distancing.</p> <p>A risk assessment will be completed for all pregnant employees/volunteers, ensuring that it adheres to active national guidance. Pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched surfaces, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p> |
| <p>What arrangements do you have in place for lunchtime?</p> | <p>Lunchtime arrangements can revert back to previous arrangements, however we will group via year groups and ensure good ventilation. Tables will still be cleaned on a regular basis, throughout.</p> <p>Lunch time will continue to be staggered.</p> |
| <p>What plans do you have in place for Assemblies?</p> | <p>There are currently no restrictions in place for holding assemblies and singing in the school hall. We will re-introduce face coverings, to avoid large gatherings.</p> |
| <p>Explain your classroom management</p> | <p>It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom. Our outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of a local outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/conducting-activities-in-education-and-childcare-settings</p> <p>It would be sensible to revert back to previous control measures in the event of a local outbreak and continue to use a cautious approach to mixing.</p> |
| <p>Are staff/pupils/parents aware of policies and procedures?</p> | <p>All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training, with advice issued by, but not limited to, the following: · DfE · NHS · Department for Health and Social Care · PHE</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email, or staff meetings and where possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the need to tell a member of staff if they feel unwell.</p> |
| <p>What plans are in place for contact tracing?</p> | <p>School no longer needs to do contact tracing as close contacts will be identified via NHS Test and Trace.</p> <p>School will support NHS Test and Trace when required to help identify close contacts From 16th August 2021.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have a positive case and advised to take a PCR test.</p> <p>We encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff / Pupils with a positive lateral flow test result, should self-isolate in line with the stay at home guidance and get a PCR COVID-19 and continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms.</p> |

Carly Wilkins

Signed

Dated

Co-ordinator

Signed

Dated

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