

## COVID-19 Risk Assessment for Peel Park Primary School and Nursery



<b>Assessment completed by:</b>	Heather Hutchinson	Acting Head Teacher
---------------------------------	--------------------	---------------------

<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers, vulnerable people
------------------------------------	---

<b>Assessment date:</b>	31.8.2021 updated 27.9.21 + 29.11.21	<b>Review interval:</b>	Half termly	<b>Date of next review:</b>	5.01.2022
-------------------------	--------------------------------------	-------------------------	-------------	-----------------------------	-----------

Note: Risks assessment will be reviewed at least, whenever there is a significant change in the activity and following any incident.

### Related Documents

#### Local Authority documents:

#### Government guidance:

Schools COVID-19 operational guidance

Coronavirus (COVID-19) Collection: guidance for schools and other educational settings

COVID-19: cleaning in non-healthcare settings

The use of PPE in education, childcare and children's social care settings

Contingency framework: education and childcare settings

COVID-19: Actions for out-of-school settings

Guidance on protecting people who are clinically extremely vulnerable from COVID-19

### Risk Matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	M
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Area of concern	RAG prior to action	Control Measures	Additional Measures	RAG after action
Site Safety				
Face coverings not worn where recommended leading to increased risk of infection		<ul style="list-style-type: none"><li>Up to date guidance (28.11.21) advises that face coverings should be worn in communal areas. All staff and visitors should wear face coverings as they walk around school.</li><li>In parent classes face coverings should be worn.</li></ul>		
Visitors, contractors not aware of COVID measures in school		<ul style="list-style-type: none"><li>Contractors on site whilst the school is in operation are briefed regarding the systems of control in place in school and monitored accordingly.</li><li>Assurances are sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure compliance with current government guidance.</li></ul>		
Large numbers of parents and children gather in one place		<ul style="list-style-type: none"><li>Pick up and drop off points are staggered around the school building.</li><li>All children will start and finish at the same time, but there will be a 10 minute window for dropping off in a morning.</li><li>Both blue gates are opened at the key pinch points to allow parents to walk around school safely.</li></ul>		
Infection Control				
Spread of Covid19 due to poor hygiene		<b>Hand hygiene</b> <ul style="list-style-type: none"><li>Handwashing / sanitising is scheduled into the school day, for example: when pupils, staff or visitors enter the school; at break; before and after lunch; when they change rooms; before leaving school; whenever the toilet is used.</li><li>Pupils are encouraged to wash hands thoroughly after using the toilet.</li><li>Additional hand sanitiser stations are in place to support regular sanitising.</li><li>Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school</li></ul>	<ul style="list-style-type: none"><li>Designated toilets/handwashing stations are identified for each class</li><li>Staff to inform premises team of any additional sanitisers, soap and paper towel as needed.</li></ul>	

		<ul style="list-style-type: none"> <li>• Younger pupils and where necessary pupils with special needs are provided with additional support as required.</li> <li>• Sufficient tissues and covered bins are provided.</li> </ul> <p><b>Maintaining cleaning regimes</b></p> <ul style="list-style-type: none"> <li>• Surfaces and areas are kept free of clutter to facilitate regular cleaning;</li> <li>• Enhanced cleaning regimes are in place, including frequently touched surfaces.</li> <li>• Frequently touched surfaces are identified and cleaned at least twice a day using standard cleaning products.</li> <li>• The cleaning schedule is maintained and reviewed and if necessary additional staff hours are provided to ensure that the cleaning schedules are met.</li> <li>• Dining tables are wiped down before each lunch session.</li> <li>• Inventory system - Staff to continue to sign in using the new app. Or use the washing hands facilities and gel provided both before and after. Wipes available for screen.</li> </ul>		
<b>Spread of Covid19 due to poor ventilation</b>		<p><b>Keeping occupied spaces well ventilated</b></p> <ul style="list-style-type: none"> <li>• Good ventilation is maintained to ensure rooms are well ventilated.</li> <li>• The school site is reviewed to identify any areas where ventilation/airflow is low (e.g. main office, year 2 interventions room and hub) and measures are introduced to improve ventilation e.g. windows/doors opened/circulation rates increased.</li> <li>• Poorly ventilated spaces are identified and steps taken to improve fresh air flow in these areas where possible.</li> <li>• Natural ventilation is optimised. Windows are opened (in cooler weather windows are opened during break times). Classroom and office doors are opened when to increase circulation of air.</li> <li>• The full closure of windows and doors is avoided when people are in naturally ventilated areas as this can result in low levels of ventilation.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Fire doors on corridors and stairwells are not left open (unless automated – e.g. mag-release system).</li> <li>• Staff are briefed regarding the need for good ventilation and the important role they can play in this, especially where natural ventilation is relied upon.</li> <li>• Senior leaders monitor the control measures regularly throughout the day including ventilation levels to ensure that staff have windows and doors open, and/or any mechanical ventilation systems are operating correctly in line with the guidance.</li> <li>• <u>Health and Safety Executive guidance</u> on air conditioning and ventilation during the coronavirus outbreak is used to access further advice where necessary.</li> </ul>		
<p><b>Increased risk of transmission of Covid-19 in school due to inadequate arrangements for managing people with symptoms, confirmed cases.</b></p>		<p><b>When an individual develops COVID-19 symptoms or has a positive test</b></p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults follow public health advice on <u>when to self-isolate and what to do</u></li> <li>• This information is issued at staff and pupil briefings and in letters home to parents:</li> <li>• Pupils, staff and other adults are told not to come into the school if: <ul style="list-style-type: none"> <li>○ they have one or more coronavirus (COVID-19) symptoms</li> <li>○ they have had a positive test</li> <li>○ they have been told to self-isolate by NHS Test and Trace (and are still required to self-isolate)</li> <li>○ they are required to quarantine having recently travelled abroad.</li> </ul> </li> <li>• They immediately cease to attend, self-isolate (stay at home) and get a PCR test.</li> <li>• If someone tests positive with no symptoms but then develops symptoms during the isolation period, they must start a new isolation period for 10 full days from the day symptoms started and for the next 10 full days.</li> <li>• Anyone with symptoms remains at home and self-isolates for 10 days if they test positive.</li> <li>• Anyone in the household needs to follow the Stay at home guidance for households</li> </ul>		

		<ul style="list-style-type: none"> <li>Any pupil or staff member who develops COVID-19 symptoms is asked to go home immediately and take a PCR test as soon as possible.</li> <li>Any child with symptoms awaiting collection is isolated and kept in a room of their own or at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>All PPE worn by the supervising adult is removed as per the guidance. This, along with disposable cleaning cloths and tissues, is put in a plastic rubbish bag and tied when full. The plastic bag is then placed in a second bin bag and tied. It is put in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. The waste is not put in a communal waste area until it has been stored for at least 72 hours.</li> </ul>	<ul style="list-style-type: none"> <li>Children to be taken to the meeting room downstairs (near the staffroom).</li> </ul>	
<b>Increased risk of transmission of COVID-19 in school due to inadequate arrangements for managing home testing and people who test positive</b>		<b>Confirmatory PCR tests</b> <ul style="list-style-type: none"> <li>Anyone with a positive LFD test result is required to self-isolate in line with <u>the stay at home guidance</u>.</li> <li>They are instructed to <u>get a free PCR test</u>.</li> <li>While waiting for the PCR test result, they continue to self-isolate.</li> <li>If they return a positive PCR test, they must continue to self-isolate from 10 days from the LFD test date (or 10 days from onset of symptoms if symptoms develop).</li> <li>A PCR test must be completed by any family member to ensure they are okay to attend school. Once the PCR test is returned negative then the child or staff member can return to school.</li> <li>If the PCR test is taken <b>within 2 days</b> of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school, as long as they don't have COVID-19 symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Updated 27.9.2021 due to an increase in cases in the local community / school.</li> </ul>	
<b>Other Measures</b>				
<b>Lack of / incorrect use of PPE leading to increased risk of infection</b>		<ul style="list-style-type: none"> <li>The latest government guidance on wearing PPE in schools is applied.</li> </ul>	<ul style="list-style-type: none"> <li>Site manager regularly checks to ensure that school has sufficient PPE stocks.</li> </ul>	

		<ul style="list-style-type: none"> <li>Guidance has been issued to staff around need for and how to put on and take off PPE correctly.</li> <li>The need for PPE in some circumstances, such as providing intimate care, is subject to a thorough individual risk assessment.</li> <li>Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required.</li> <li>Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination.</li> </ul>		
<b>Impact on learning if pupils miss school due to having to self-isolate</b>		<ul style="list-style-type: none"> <li>Remote learning is provided to pupils who are self-isolating where they are well enough take part. This continue to be through the Seesaw platform.</li> <li>The remote learning provided is equivalent in length to the normal teaching day in school.</li> </ul>	<ul style="list-style-type: none"> <li>Children will have access to a range of online resources on day 1 of isolation, and from day 2, will have access to learning from the class teacher via Seesaw.</li> <li>Parents can request technology support from school if required.</li> </ul>	
<b>Staff and Pupil Well Being</b>				
<b>Unvaccinated staff at increased risk from COVID-19</b>		<ul style="list-style-type: none"> <li>Staff who express concern and who disclose that they are not fully vaccinated will be offered a risk assessment and additional measures will be discussed.</li> <li>The school continues to encourage testing uptake for staff.</li> </ul>	<ul style="list-style-type: none"> <li>Lateral Flow testing is encouraged to be carried out twice a week by all staff.</li> </ul>	
<b>Pregnant staff who are concerned about COVID-19 related risks when returning to school</b>		<ul style="list-style-type: none"> <li>Robust risk assessments are undertaken with all pregnant employees including COVID related risks and control measures.</li> </ul>		
<b>Concerns about the risks to staff and pupils who are clinically extremely vulnerable (CEV) when they return to school</b>		<ul style="list-style-type: none"> <li>All members of staff and pupils with underlying health issues have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>CEV staff and pupils are expected to follow current government guidance.</li> <li>Controls that are identified through risk assessments are implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure risk assessments are up to date for CEV staff.</li> </ul>	

<b>Staff, pupils and parents are not aware of the school's procedures and control measures for reducing the transmission of COVID-19 in school</b>		<ul style="list-style-type: none"> <li>Parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</li> </ul>		
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or confirmed case of Covid-19 in school</b>		<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> </ul>		