

COVID-19 Risk Assessment	
Location/ Site	Carmountside Primary Academy
Activity/Procedure	School Open to All Pupils
Assessment & Review Dates	08.07.2021 01.09.2021 04.10.2021 30.11.2021 04.01.2022
People at risk	Employees Children Visitors Contractors Parents

Government Guidance for Schools states (see link below):

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#summary>

Schools must comply with health and safety law and put in place proportionate control measures. Schools must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

Mixing and 'bubbles'

It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch. Schools should make sure outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness – Prevention (resulting in indirect transmission of the virus)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • Government guidance states that primary school children will not need to wear a face covering, however, pupils will be allowed to wear masks if they wish. • Pupils and staff who wear a mask must ensure they wash their hands before and after wearing, and ensure it is kept in a sealed plastic bag when not in use. • Pupils must not touch the mask during use. • Temporary face coverings should be put in a ‘black bag’ waste bin (not recycling bin). • Face coverings should be worn by staff in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). • All visitors will be asked to wear masks at all times when on the school premises. • Adults (parents and carers) dropping off and collecting children on the school premises will be encouraged to wear face coverings. They must wear a face coverings if visiting the school office or attending a meeting with a member of staff. <p><u>Hand hygiene</u></p> <ul style="list-style-type: none"> • Frequent and thorough hand cleaning throughout the day. • Handwashing facilities are available including extra hand washing bowls and soap available within each EYs classroom • Hand gel dispensers allocated in every classroom • Children must wash hands more frequently: on arrival in to school, before and after eating, using the toilet, returning to the classroom from PA or playtime, and any time they cough or sneeze. • Washing hands posters on display in all washing areas • Reminders how to wash hands properly – videos and posters, songs, rhymes etc • Procedure agreed for children to wash hands so thorough hand washing <p><u>Respiratory hygiene</u></p> <ul style="list-style-type: none"> • Encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ‘catch it, bin it, kill it’ • Encourage children not to touch their mouth, eyes and nose. • Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. A risk assessment will support these pupils and the staff working with them. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Parents and carers will be encouraged to social distance whilst on the school premises. A one-way system will operate at the start and end of the day. The walking bus will also operate from the bottom hall, minimising the number of people of the yard at he end of the day. 			

- Although bubbles will not be used, children will be contained to consistent groups as much as possible e.g. keeping to Year group routes to and from toilets, playground and hall; staggered playtimes and lunchtimes.
- Assemblies and staff meetings will be virtual and not face to face (to be reviewed at the end of January).

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of infection due to lack of cleaning
(resulting in indirect transmission of the virus)

Existing level of risk	Consider current level of risk		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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- All surfaces, handles, toilets and shared equipment, **particularly frequently touched surfaces**, will be wiped down and cleaned more frequently – see cleaning schedule.
- Toilets/bathrooms will be cleaned more regularly (see cleaning schedule).
- Resources may require sterilising more often- an enhanced cleaning schedule may be implemented to include furniture, surfaces, toys and equipment.
- Soft furnishings, toys and dressing up clothes to be regularly cleaned.
- Deep cleaning of classrooms to be carried out more regularly
- Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.
- Tablets, laptops, photocopier and other digital equipment should be wiped down after use.
- Disinfectant fogging machine to be used every half term, unless a deep clean is required in the event of a sickness outbreak including COVID-19.

Remaining level of risk	Consider level of risk following use of control measures		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of infection due to poor ventilation
(resulting in indirect transmission of the virus)

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Classrooms, corridors and all other spaces should be kept well ventilated. • Windows should be open and where possible, external doors to create a throughput of air. (not fire doors and where it is safe to do so). • Increased ventilation will need to be balanced with maintaining a comfortable temperature – In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). ○ Rearranging furniture where possible to avoid direct drafts. ○ Carbon dioxide monitors to be placed in every classroom and office (main office and HT office to share a device) and be monitored by staff – if level is above 1500 then staff will alert a member of SLT. ○ Additional, school logo hoodies will be allowed to be worn during the winter period in addition to the school’s current uniform. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<u>Response to any infection</u>			
Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>When an individual develops COVID-19 symptoms or has a positive test</u></p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • Pupil, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. 			

- If anyone in school develops COVID-19 symptoms, however mild, they should be sent home and they should follow public health advice.
- Any children who present with COVID-19 symptoms will be isolated until collected, within the 'Welcome room' behind closed door and well ventilated- if child need the toilet they will use the disabled toilet. PPE MUST be worn whilst caring for the child. This room should be well cleaned after the child has left.
- The household (including siblings) should follow the PHE <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.
- Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and the pupil, staff member or other adult do not have a high temperature, they may end your self-isolation after the second negative test result and return to school from day 7.
- Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.

Daily testing for close contacts of COVID-19

- People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.
- Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.

Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<u>Response to any infection</u>			
Engage with Rapid Testing for Staff			
Existing level of risk			
Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

Asymptomatic Testing

- COVID co-ordinator: Lisa Challinor (Headteacher)
- Mass testing of staff will take place twice a week (Sunday and Thursday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart.
- Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution.
- Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.
- Information shared with staff - booklet given to staff, staff meeting, video shared with staff, requirement for them to report their test results, process and who to contact if they have an incident while testing at home.
- Tests to be collected from the Headteacher or the main office; date collected, test lot number and expiry date will be recorded against staff name.
- Tests will be kept securely in a locked cupboard – headteacher and admin staff are key holders.
- Tests will not be stored outside. Stored in a cool, dry place in a temperature between 2 and 30 degrees.
- Kits should be used at room temperature (15 to 30 degrees). If test kit has been stored in a cool area less than 15 degrees, leave at normal room temperature for 30 mins before using.
- Enough space for social distancing will be allowed when giving out tests.
- Void, double void and positive results are communicated to the school once the test is completed either online or by telephone as per the instructions in the home test kit.
- Tests are optional and not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.
- Staff are able to ask key questions about the testing either in the training staff meeting or confidentially.
- School to follow government control measures.
- COVID co-ordinator has undertaken relevant training and informed staff of how to access the training slides, video and other documents prior to taking part in the community testing scheme.
- Test to be conducted on a dry, clean, flat surface.
- Hands washed or use sanitiser before taking the test.
- Online information, training and webinars available. Video available on how to take your own test.
- Information with the kits to be followed.
- Regular communication with staff about the testing process.
- If test is void, take another test. If 2 void test results in a row, PCR test should be taken.
- If a number of tests give a void result, unclear results or leaking /damaged tubes should be recorded and escalated to the DfE helpline.
- COVID co-ordinator to be responsible for incident reporting on a school wide issue by raising a 'yellow card' (page 17 How to Guide - Primary schools EY LFD Testing)
- **Positive result**, means person is currently infected with coronavirus and risk infecting others. When reporting the result, the person will be provided with further information on the next steps to take.

- **Negative result**, it is likely that the person was not infectious at the time the test was taken. A negative test result, however, is not a guarantee that the person does not have coronavirus.
- If test is negative, must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required.
- If develop symptoms of a high temperature, a new, continuous cough or a loss or change to sense of taste or smell, person and their household must self-isolate and get another test at www.gov.uk/get-coronavirus-test

Confirmatory PCR test

- Staff and pupils with a positive lateral flow test result should self-isolate in line with <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Whilst waiting for a PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the lateral flow test and the staff member/pupil can return to school, as long as the individual does not have COVID-19 symptoms.

Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to close contact situations (i.e First Aid, intimate care) (resulting in indirect transmission of the virus)	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Addendum to the first aid policy regarding COVID-19 • PPE must be worn for intimate care procedures including changing children, first aid and if children are unwell 	

Remaining level of risk				Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Safeguarding	

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • All staff to continue to use safeguarding policy and procedure in reporting concerns • Provide a safe environment for the children and allow them to talk through PSHE tasks and in another opportunity – promote good to talk. • Behaviour maybe a sign, may need to respond and follow appropriate safeguarding procedure with reporting/recording etc. • Continue to schedule meetings for Early Helps and attend CIN/CP virtual, phone call or suitable room that can continue to adhere to social distancing for all attending. • Where pupils who are self-isolating are within our definition of vulnerable, it is very important that school keep in contact with them, particularly if they have a social worker. • Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home. • When a vulnerable pupil is asked to self-isolate, school will: <ul style="list-style-type: none"> ○ notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head ○ agree with the social worker the best way to maintain contact and offer support You should have procedures in place to: ○ check if a vulnerable pupil is able to access remote education support ○ support them to access it (as far as possible) ○ regularly check if they are accessing remote education ○ keep in contact with them to check their wellbeing and refer onto other services if additional support is needed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Other considerations –social distancing (resulting in indirect transmission of the virus)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><u>Morning drop-off</u></p> <ul style="list-style-type: none"> • Soft opening time 8.30 – 8.45am • A one way system will operate with EY children being dropped off/collected from the EY building. KS1 and 2 children will use the main entrance by the office. 			

- Parents and carers will be encouraged to wear face coverings whilst on the school premises.
Home time
- Early Years to continue with the one way system currently in place – parents to collect children from the classrooms –from 2.45pm
- Parents and carers of KS 1 and 2 children will wait on the small yard and children will exit from doors surrounding that yard (this was the system previous to the pandemic).
- To minimise the number of people on the yard, one walking bus will still operate at 3pm.
Year Group Sections & Entrances/Exits
- Although there will be no 'bubbles', year group sections will remain in the corridors. Year groups should also continue to use the same routes along the corridors and the same doors to enter and exit classrooms/corridors.

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE