

Elmhurst Primary School risk assessment

This risk assessment plans for a full reopening of the school on 1st September 2021 in accordance to the government's key guidance documents:

Actions for early years and childcare providers during the COVID-19 pandemic

Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak

Schools COVID-19 operational guidance

What parents and carers need to know about early years providers, schools and colleges during COVID-19

Contingency planning in education and childcare sectors

Although there is no expectation to create new documents or reformat any existing plans to specific templates, we have simplified the risk assessment and have tried to find the right balance between protecting public health and living with COVID-19 as more of the population is vaccinated. This document should also be read in conjunction with the Coronavirus Outbreak Plan which takes into account additional measures which will be put into place in response to a COVID -19 outbreak within the community and school : [w](#) Coronavirus outbreak management plan .doc

The purpose of the risk assessment is to address and mitigate against the risk of further infection and transmission of COVID-19. This document will be reviewed periodically. Any RA changes will be communicated in staff briefings, in a weekly bulletin and by email if necessary. Copies of this risk assessment are available on the school website and from the school office on request. This risk assessment is subject to changes to reflect changes in government advice.

Shared with:

- *Trustees Y/N / [Date]*
- *Governors Y*
- *SLT (31st August 2021)*
- *Staff (1st September 2021)*

Risk ratings:

- **High Level Risks** are risks are coded **RED**. You should prioritise and manage these risks first.
- **Medium Level Risks** are risks are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.
- **Low Level Risks** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

Control measures

We should continue to follow these key control measures:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes, using standard products such as detergents.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Area of risk	Specific risk and concerns raised	Actions to mitigate risk	Risk rating if no action taken	Risk if specified actions are taken	Actions by whom and when
Staffing (Nia)	From Monday 16 August unvaccinated adults are still required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. This could impact on staffing levels if community transmission rises	<ul style="list-style-type: none"> • SLT to identify the staff members who fall into this unvaccinated category • SLT to promote the benefits of double vaccination in partnership with Public health England 			Members of LT to update the Covid tracker to add names of unvaccinated staff members
	<i>Catching Covid 19 via contact with carriers on public transport.</i> Use of Public Transport by staff	<ul style="list-style-type: none"> • SLT to promote car pooling with colleagues who have had the vaccines, allowing good ventilation in the car and sitting in the back passenger seat. • Encourage staff to continue to wear protective masks and social distance on public transport • Staff in this category should ensure they travel before the morning and evening rush hour. This may mean arriving at work before 8am and leaving before 4:30. 			The majority of our staff drive or walk to work. Identify members of staff who have no option but to travel on public transport.
	Specific risk to members of staff working as first aiders (office staff, MDAs). Those administering first aid are at increased risk of coming into contact with children who may carry the virus.	<ul style="list-style-type: none"> • Continue to supply PPE equipment for those members of staff who will be administering first aid to children; these include office staff and designated first aiders. • Encourage those members who are administering first aid (if medically permitted) to have the Covid-19 vaccine and to undertake the twice weekly Lateral Flow Device testing • All staff to have a box of PPE in class in case of emergency (e.g needing to administer emergency first aid) • First aiders continue to use non-contact thermometers to take temperatures if pupils become unwell and maintain a safe social distance while doing so. Procedures will be in place to appropriately and sensitively isolate a pupil who becomes unwell. (See below) 			Sukwinder to oversee Peter in purchasing equipment.
	Risk to members of staff of contracting the virus from contact with children or staff members who are displaying symptoms of the virus.	<ul style="list-style-type: none"> • Ensure all members of staff and parents are clear on identifying the symptoms of the virus and that they do not attend school should they be displaying symptoms.(Remind staff on regular INSET). • Staff and children to undertake a PCR if displaying symptoms and to only return to school if result is negative or to isolate for 10 days if it is positive. • Provide clear guidance to parents about what to do if they suspect their child has symptoms, following the national guidance so that children do not attend school with symptoms. (Sukwinder to share with parents) Staff on gate duties will continue to wear PPE, including plastic visors if they feel comfortable • All staff are encouraged to wear masks in congested shared areas 			Ensure that we have posters and guidance to all members of staff reminding them of reporting symptoms, testing and isolation.)
	Risk of staff anxiety and mental well being which may affect their overall performance.	<ul style="list-style-type: none"> • Provide clear and open channels of communication through the SLT structure for staff to air concerns. • Staff with concerns about Covid 19 can approach members of SLT or trusted colleagues for confidential discussion. • Encourage anxious staff members (if medically permitted) to have the Covid-19 vaccine which is being offered through the LA and to undertake the twice weekly Lateral Flow Device testing. 			SLT members to meet with teams to discuss any anxieties linked to the RA
	Risk to pupils in the extremely	<ul style="list-style-type: none"> • Ayesha the school medical officer and SEND team to monitor pupils who are extremely clinically vulnerable and to update individual care plans for these children in conjunction with parents as required. 			

Safeguarding & vulnerable pupils.	clinically vulnerable category of catching Covid 19. Government due to relaxing of national restrictions.	<ul style="list-style-type: none"> Clinically vulnerable children and those children with clinically vulnerable adults in their households will begin to receive vaccinations. Soft play room and sensory rooms should have timetabled use and not include too many pupils at once and be cleaned throughout the day. 			
	Safeguarding of pupils -greater risk to families impacted by the pandemic	<ul style="list-style-type: none"> Safeguarding Policy updated - Jane to check any new protocols to add to CP policy on an ongoing basis All children with CIN or CP plans should be closely monitored during transition back to school in September Any additional concerns re: starting back will be discussed with social worker and family and recorded in their online PEP (If LAC) Usual procedures and protocols will be followed for reporting concerns on 'Safeguard' and referring to MASH where necessary. -ongoing 			Jane to update safeguarding policy before 1st September. Jane to continue to oversee work of DSL with support of SLT (deputy DSLs)
Parents (Sukwinder)	Congestion during pick off and drop off once staggered timings and one way system is removed.	<ul style="list-style-type: none"> Communicate clearly with parents through simple guidance so that they understand the changes in protocols and the need to not congregate. SLT to have presence on key gates to help ease congestion. All parents will be encouraged to wear masks when collecting/dropping off children at all times unless there is a medical exemption. 			Sukwinder to provide guidance.
	Low pupil attendance continuing due to parental concerns about pupils' and parents' safety in school .	<ul style="list-style-type: none"> Recognise parental anxiety and low confidence for some parents Regular communication through parental newsletters and weekly feedback to build trust and confidence and celebrate classes with excellent attendance. Clear positive communication via Parentmail and reminder that penalty fines are in place for poor attendance Ayesha S to follow up on families who are still abroad and liaise closely with class teachers and SLT. 			
	Parents sending in pupils who may need to be self isolating, hence spreading risk of infection	<ul style="list-style-type: none"> Provide reminders to parents of how to identify COVID-19 symptoms and what action to take if they or their child is displaying the symptoms through regular communication Maintaining an up to date Covid tracker for pupils is to gather and monitor information in an accurate and joined up manner between the school office and Senior Leadership Team. Class Teachers must inform the school office & leadership team member of the relevant year group if a child displays coronavirus symptoms (high temperature, new continuous cough and loss of taste/smell) or shares information about a positive test result within their household. Ayesha will then follow up on whether tests were carried out etc. 			Sukwinder SLT Ayesha S SS - Parent guidance
Management of site, specific spaces and cleaning	Greater mixing of pupils and parents in school could lead to greater COVID-19 transmission.	<ul style="list-style-type: none"> School has had a deep clean over Summer break. guidance and shared with cleaners and site supervisor. Classrooms must be well ventilated throughout the day. Please be careful about pupils climbing onto tables and hanging out of the windows on the first floor due to potential falls. All of the window chains have been reinstated for H&S reasons as advised in the recent HSE inspection. The maximum opening width should be 100mm. Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal and staff to continue to have access to cleaning equipment Staff have the option of wearing masks in class when circulating but not whilst actually explaining concepts. 			
	Toilets and shared communal areas and rooms like kitchens risk being overused, leading to reduced social distancing and declining standards of hygiene.	<ul style="list-style-type: none"> 'Top up' cleaning during the day from 9-1.30pm to 9-3.30pm to continue to optimise hygiene levels, focussing on common touch points and group transitions and taps. Bins will be emptied more frequently throughout the day. 'Sanitiser gel' stations in class, communal year group areas, main reception and Campbell Hall Antibacterial spray will be placed in communal areas, near photocopiers and printers etc. Every toilet in school will be supplied with soap and this will be monitored throughout the day. 			HT to inform Haris and cleaning staff. of cleaning schedule.

	Communal/shared spaces or resources might lack adequate ventilation leading to increased transmission.	<ul style="list-style-type: none"> • Prioritise exercise in well ventilated spaces, ideally in the outdoors wherever possible • Staffroom continues to be out of use except to use a photocopier and to make drinks or heat food. Staff should adhere to the cleaning protocol of spraying with alcohol mist before and after use. • Staff must eat lunch in well ventilated rooms and be well spaced out • Open the doors to the Japanese garden to allow ventilation for reception pupils eating in Boleyn hall • As the Delta variant is more airborne more likely to form aerosol, airflow and ventilation are really important so this means open windows and open doors • Set air conditioning to have 100% clean air intake and avoid recirculated air - the offices with no open windows have all had new ventilation systems put in place. • Avoid over filling spaces such as halls for assembly . • Avoid using spaces with no ventilation 			All staff
	Medical Room/Hygiene Room <i>Stakeholders may catch COVID 19 via direct or indirect contact with carriers by close contact for first aid or care provision.</i>	<ul style="list-style-type: none"> • Provision for children who display COVID19 symptoms/ become ill during the day to be isolated from each other and from the rest of the school in the designated isolation room (training room 3) and arrangements made for them to be collected as soon as possible and parents to arrange a test. • Safeguard dedicated medical room in training room 3 - all unnecessary furniture removed for infection control purposes. Provide PPE for staff dealing with pupils in close proximity with masks, visors, gloves and aprons while treating first aid and for intimate care of SEN pupils and those in the early years. Supervisory staff to wait outside the isolation room and to ensure that pupils with symptoms are socially distancing in the room. • The isolation room needs to be cleaned more frequently and should be deep cleaned by an onsite cleaner after a suspected case • If more than one child is displaying symptoms, children can remain in room 3 but socially distanced (the room is spacious). The room can accommodate 3 children comfortably • A separate toilet has been identified for children displaying symptoms. • Waste from the isolation room will be placed immediately in external bins 			Designated welfare/ first aiders Ayesha to communicate with staff and distribute PPE SLT
Classroom specific measures and routines (Clara)	<i>Lack of handwashing and cleaning routines might lead to further transmission.</i>	<ul style="list-style-type: none"> • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. • Hand washing/sanitiser use will take place upon entering the classroom and before and after lunch/snacks and toilet use. and after sneezing or coughing This will be monitored by the SLT. • Ensure all staff and pupils are aware of good hand washing practices - teachers to teach children hand washing techniques with daily reminders in Nursery, EYFS and KS1. • Book corners will now be in use. as well as all shared spaces such as the library • ICT suites - children encouraged to wipe down computers after use • Siobhan to revise timetable for additional chrome books and timetable for ICT suites • 			Haris - Ensure there is enough soap and hand sanitizer Cleaners - monitor the soap and hand sanitizer in classrooms and replace as necessary Cleaners - empty bins throughout the day and clean classrooms daily.
	<i>Teaching and Learning/ Curriculum content compromised by Covid restrictions</i>	<ul style="list-style-type: none"> • Educational visits and visitors will continue to prioritise local visits and outdoor spaces like parks • Residential trips will continue, including trips abroad if Covid picture is favorable • There will be some use of public transport to support specific trips as decided by SLT/Year Head/ Curriculum postholder • Year heads will communicate with all establishments or individuals where visits occur to discuss their covid policies. • External visitors to support the curriculum will be reinstated fully 			Teachers and SLT
	Closing the gap - risk to pupils' educational achievement who have suffered adversely from the pandemic	<ul style="list-style-type: none"> • A robust intervention programme to be implemented, including tuition, catch-up programme and other programmes to provide key pupils with additional opportunities to progress in core subjects. The new academic mentor will also support - SLT to share timetable once AM has been confirmed. 			Nia Silverwood to tailor and track interventions
Playground and dinner hall specific	Risk that catering arrangements will result in higher infection risk.	<ul style="list-style-type: none"> • Closely supervised washing of hands before children eat. • Additional hand sanitizer available in the hall.. • Doors to hall and playground should be left open to avoid unnecessary touching of handles. • Continue to set cutlery and cups out before children enter the hall. • Packed lunches brought from home will be discouraged but younger pupils and those with SEN should be accommodated. • Cleaning products to be readily available in the halls . 			
EYFS	Risk of virus spreading through touching equipment	<ul style="list-style-type: none"> • Other resources such as play dough will continue to require careful management eg replenished every day, and hand sanitizer used before and after use. Sand and water will also need very careful management and close adult supervision, 			

		<p>and handwashing before and after use. Water trays in nursery need to be changed between am and pm classes. In reception it will need to be changed daily.</p> <ul style="list-style-type: none"> • Other shared resources will need to either be cleaned meticulously or labelled with the date last used and then left for 72 hours to ensure no trace of virus left before use by the next bubble. • All tables, toilets etc to be cleaned between nursery am and pm classes. 			
	Risk of virus spreading through shared use of outdoor, equipment, climbing frames etc.	<ul style="list-style-type: none"> • All key areas will be in use including outdoor sandpits and climbing frames(although careful before and after handwashing will be essential here) equipment will be cleaned at the end of the day. • High contact points eg bike handles will be cleaned more frequently. 			
	Risk of virus spreading through parents and other adults entering the nursery classrooms	<ul style="list-style-type: none"> • Parents can enter classrooms but will be encouraged to wear PPE (masks and gloves) They must also follow the schools guidelines on social distancing and the use of hand sanitiser. 			
<p>External Visits from Therapists and other School services (Jane Nash)</p>	Risk of transmission from external adults to children and adults in school without correct social distancing and/or adaptations where necessary.	<ul style="list-style-type: none"> • External visitors will continue to be asked to answer the 6 screening questions: <ul style="list-style-type: none"> ○ In the last 7 days have you or anyone in your household: - <ol style="list-style-type: none"> 1. Had a positive COVID -19 test (PCR or LFT) 2. Had symptoms of COVID-19 (specify the symptoms:- cough fever loss of taste or smell) 3. Returned /arrived from a region with higher restrictions or a country NOT on the no quarantine list 4. Are you waiting for a COVID PCR test result ? • If an external visitor is required to self-isolate on advice from the Government 'track and trace' system- they will inform the school and deliver work 'remotely' unless unwell. - External visitors will be encouraged to wear appropriate PPE as advised by Public Health England.. • Schools will need to provide facilities for external visitors to safely dispose of aprons /masks etc. • To avoid unnecessary use of public transport, the visitor may request a parking space within the school. • External visitors will discuss with the school the best way to access the children in school - it is no longer necessary to work only within specific teaching bubbles. 			All external visitors such as Speech and Language Therapist, LCIS and CNDS have the RA shared with them before they visit school.