

Holy Trinity Church of England Primary School & Community Nursery Risk Assessment: Step 4 September 2021

This document is based on the arrangements communicated to schools in the documents below.

The definitive advice for schools remains the DFE guidance:- DFE 'Schools coronavirus (COVID-19) operational guidance' August 2021

Additional DFE documents consulted include:-

- Early years and childcare settings
- Lateral Flow testing
- Guidance for households with possible or confirmed coronavirus infection
- Safe working in education
- Keeping children safe in education
- Safeguarding and remote education during coronavirus
- Childcare and children's social care settings guidance
- How to manage and report confirmed cases of coronavirus
- E-bug coronavirus website
- Supporting pupils at school with medical conditions
- School attendance guidance
- Remote education temporary continuity direction
- First aid during coronavirus
- Teachers pay and conditions document
- Providing school meals during the coronavirus outbreak

PHE documents consulted include:-

- System of controls
- Cleaning of non-healthcare settings
- Guidance and advice on coronavirus and pregnancy
- Health and Safety Executive documents consulted include:-
- Guidance on air conditioning and ventilation during the coronavirus outbreak
- **NHS documents consulted include:-**
 - Testing and tracing for coronavirus

Individual school level planning should take account of these, and not go beyond the requirements of these documents. Please refresh your knowledge of the risk assessment in full.

School Name: Holy Trinity C of E Primary School and Community Nursery	Specific Actions	Residual risks	Lead responsible and completed date
Planning and organising			
<p>Ensure that all health and safety compliance checks have been undertaken before opening in respect of:</p>	<ul style="list-style-type: none"> • <u>hot and cold water systems</u> <ul style="list-style-type: none"> -Flushing of water systems occurs on a weekly basis. -Legionella temperature checks to be completed (1/9/21) -Water checks • <u>gas safety</u> <ul style="list-style-type: none"> -Annually checked • <u>fire safety</u> <ul style="list-style-type: none"> - Emergency lighting and all related maintenance kept up to date. -Fire alarm system to be tested as part of the annual maintenance checks. <ul style="list-style-type: none"> - Weekly fire alarm checks will take place. - Normal fire procedure will remain in place. If the fire alarm sounds, the children must evacuate the building as normal following our normal fire procedures. - Staff must make sure that all doors are closed to prevent the spread of a fire as they leave. -When on the school field, classes will line up with their teacher. The teacher will then take the register for the class and raise their hand when this has been completed. • <u>kitchen equipment</u> <ul style="list-style-type: none"> -Systems run through on a weekly basis. • <u>security including access control and intruder alarm systems</u> <ul style="list-style-type: none"> - Access control and CCTV checked - Keyholder information updated ☐ <u>ventilation</u> <ul style="list-style-type: none"> - All rooms should be well ventilated, with a comfortable teaching environment maintained. 	<p>Low-normal checks ongoing Emergency lights tested w/b 15/2/21</p> <p>Risk of fire is low.</p> <p>Fire alarm tested on: 20/7/21 Fire extinguisher check 3/8/21 Fire doors will be kept closed when not in use.</p> <p>PAT testing of electrical items 1/8/21</p> <ul style="list-style-type: none"> • Ventilation measures reduces the transmission of virus. • Low – Skylights in good repair <p>Boiler service 28/7/21</p> <p>Lift & fire alarm tests Summer Term 2021</p>	<p>JP/site team</p> <p>FD/AF</p> <p>Class based staff</p> <p>31/8/21</p>

	<ul style="list-style-type: none"> - Windows, roof vents and internal doors (not fire doors) can be opened to improve natural ventilation and to create a throughput of air. - CO2 monitors to be used (once received in Sept 21) so staff can quickly identify where ventilation needs to be improved. 		
	<ul style="list-style-type: none"> - If necessary, external doors may also be used (if they are not fire doors and when it is safe to do so). - Windows and doors in the hall can be opened when possible if there are large events taking place with parents or visitors. - Fire doors will be kept closed when not in use. 		
Children no longer organised into consistent 'bubbles'	<p>In Step 4, it is no longer recommended to keep children in consistent 'bubbles'.</p> <ul style="list-style-type: none"> - Teach flexibly, using 'cut away' and 'pull back' techniques to target specific children - Use the hall for lunches - Allow children to mix at playtimes and lunchtimes in year groups - No social distancing - If the school has an outbreak of the virus, and we are advised to, we will revert to the systems used in the Summer Term 2021, with separate class bubbles, separate playtimes/ zones, lunch in classrooms, no gatherings. -Children to mix in wider groups for specialist teaching and for wraparound care such as Breakfast Club and After School Club. - Collective Worship and other gatherings can resume 	Low – potential for spread of virus, however direct clinical risks to children are extremely low and adults have been offered vaccinations	SLT 28/8/21
Organise classrooms to maximise delivery of recovery curriculum	<ul style="list-style-type: none"> - Seating arranged for children to sit in focused groupings - Children sat in relevant groupings to maximise their learning 	Low-risks managed	Class teachers 20/7/21

<p>Ensure that we teach an ambitious and broad curriculum in all subjects</p>	<ul style="list-style-type: none"> - Recovery curriculum planning will be driven by formative and summative assessments, and plans will aim to close the gaps -Flexibility will be used to create time to cover important missed content, particularly in reading (and phonics)/writing/language development/maths in addition to PSHE and PE. -In EYFS, the Prime Areas of Learning will be prioritised, particularly language, early reading and maths. -Access to practical activities will be given - Remote learning will be provided to children having to isolate immediately when required. -ICT, Learn Pads and Tablets can be used as usual -Books and games can be shared. There is no requirement to quarantine shared resources 	<p>Low – as above</p>	<p>FD /AF 20/7/21</p>
<p>Preparing resources</p>	<ul style="list-style-type: none"> -Email resources to the office so that they can be photocopied in advance and distributed to you. -Practical lessons can go ahead, clean frequently touched equipment more often than usual 	<p>Low</p>	<p>Office staff 20/7/21</p>
<p>Marking and feedback</p>	<ul style="list-style-type: none"> -Teachers / TAs will be expected to provide feedback to work in books. -Verbal feedback given where appropriate. -Books can be taken home. - Teachers will look at books on an individual and whole group level and decide on next steps. They will then use this to adapt the next lesson. -Whole group feedback sheets and individual feedback comments in books will be used by children to improve their work -Teachers/TAs will record in reading records. Reading books, and reading records will go between home and school. 	<p>Low</p>	<p>Class based staff 20/7/21</p>
<p>Managing workload</p>	<ul style="list-style-type: none"> -Staff will receive PPA - Remote learning (for any children self-isolating) and class learning will be dovetailed to reduce workload -Teacher or TA to respond to Dojo comments from class 	<p>Low- Usual workload expected</p>	<p>SLT; Teachers 20/7/21</p>

Performance management and appraisal	<p>-School must follow school teachers' pay and conditions document. All pay progression for teachers must be linked to performance.</p> <p>-We will adapt targets that could not be met due to limited pupil attendance at school</p>	Low	FD /AF 20/7/21
PE, sport and physical activities	<p>-Children can be in mixed groupings</p> <p>-Sports equipment does not need to be left to quarantine, but frequently touched surfaces should be cleaned more regularly</p> <p>-Contact sports are allowed</p> <p>-Halls can be used but PE should take place outside wherever possible.</p> <p>-Handwashing should take place prior to, and following physical activity</p> <p>-Sports coaches and external clubs can operate</p> <p>-In the event of an outbreak, previous 'bubble' arrangements and restricted use of the hall will be instigated</p>	Low	PE lead 20/7/21
Movement around the school or building	<p>- To improve the flow around the building, separate entrances and exits will continue to be used.</p> <p><u>Access to building plan during the school day</u></p> <p>Children in Nursery classroom – Enter and leave via outside door</p> <p>Children in R classrooms- Enter and exit block via the door closest to the centre of the school, or outside classroom doors</p> <p>Children in 1H enter & exit via the Yr1 outdoor area, 1T&1P enter via corridor door; exit for 1T under the covered area on the playground, exit for 1P from the far end of the Yr1 block by the shed.</p> <p>Children in Y2 classrooms- Enter and leave block via outside classroom doors Y3/4 corridor- Enter and exit block via the door by the swimming pool. Exit via the same door, and be collected from the MUGA.</p> <p>Y5 –Enter via the door closest to the centre of the school and exit via door at far end of the 5/6 block</p> <p>Children in Y6 - Enter and exit block upstairs via the door closest to the centre of the school.</p>	Low	FD /AF 20/7/21

<p>Stagger break times (including lunch), so that all children are not moving around the school at the same time</p>	<p>-Playtimes and lunchtimes will be staggered and outside spaces zoned to ensure year groups of children stay together.</p> <ul style="list-style-type: none"> - children will eat in the hall. Hot meals will resume - Staff breaks will be staggered as a result of staggered lunchtimes/ breaks in different year groups. - The timings for break times are timetabled to avoid congestion and provide a clam environment. <p>-Children must be walked to and from their break</p>	<p>Low</p>	<p>SLT, teachers TAs/MDS</p> <p>20/7/21</p>
<p>Drop-off and collection times</p>	<p>-No staggered start times for children in different year groups. Gates open at 8.40-8.55 am for everyone</p> <ul style="list-style-type: none"> - one-way system will remain as it avoids ‘pinch-points’ that could occur during entering or exiting our school gates. Nursery and EYFS children’s parents will be allowed on site to drop off (EYFS up to October half term). Other parents to leave their child at the main school entrance. -One member of staff will man each entry point. -Initially, teachers and TAs will need to be on hand/on the door to each classroom to ensure that the children enter the correct classrooms. School will finish at 3.00pm for EYFS and KS1, 3.15pm for Nursery and KS2 -Clear signage and information to parents in letters home. -The additional exit through the MUGA will remain. This will be manned by staff. 	<p>Low</p>	<p>FD 20/7/21</p>
<p>Parent / teacher contact</p> <p>Parent/Office contact</p>	<p>-Teachers will not be available to speak to parents at the start of the day, unless teachers initiate the contact. Parent/ teacher meetings can take place in school</p> <p>-Parents can contact teachers by class Dojo, or email/ phone into the office if they have queries about the day.</p> <p>Email and phone contact remain Office open throughout the day 9-2.30pm (to avoid busy times). 1 person only permitted in the office foyer.</p>	<p>Low</p>	<p>SLT/ Teachers 20.7.21</p> <p>Office staff 31.8.21</p>

<p>Consider how staff deployment will support pupils education</p>	<ul style="list-style-type: none"> -Support staff and teachers will provide catch-up interventions. - Teachers and support staff will work in different classes across the school, where required, for example, to carry out interventions. -Teachers and TAs will support the children’s learning and development in the most effective way possible. They will work closely with the children in their class/ intervention group, in order to carry out their role effectively. 	<p>Low</p>	<p>FD/ AF/CP 20/7/21</p>
<p>Resuming extra-curricular provision</p>	<ul style="list-style-type: none"> -Breakfast club and after school club will resume - Sport and other clubs will resume -Music lessons will recommence 	<p>Low</p>	<p>FD /AF DJ 20/7/21</p>
<p>Supporting vulnerable staff and students</p>	<ul style="list-style-type: none"> - All children and staff will be expected to attend school. - Shielding advice ended was paused on 1st April 21 -If rates of the virus rise in our area, the school will follow the government guidance and may implement a ‘stepping measures up and down’ approach. -Any pupils under the care of a specialist health professional will be encouraged to discuss their care with their health professional . In school care plans updated. -Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education, which we will monitor engagement with this activity -Counselling services, bereavement support and mental health services will be signposted to those staff and children in need of this. -Pastoral support and family support will be available if needed -Medical guidance sought from specialists and parents in relation to children’s specific medical needs. -PPE will be provided for staff dealing with intimate care and for the medical or high level needs of specific children, if these present a risk. It will also be provided for staff supporting children who become unwell within school, with symptoms of coronavirus. -CEV members of staff will, at a minimum, follow guidance for everyone else but may also want to think carefully about taking additional precautions. Individual risk assessments will be carried out where appropriate. 	<p>Low- caution will be applied to this group. Some anxieties may remain despite these measures.</p>	<p>SLT/DJ 20/7/21</p>

	<ul style="list-style-type: none"> -Measures to help minimise the risk of spreading COVID-19 - including increased handwashing, use of face coverings in specific situations, enhancing cleaning, ventilation and managing suspected and confirmed cases. -Cover teachers to cover in a smaller number of consistent classes wherever possible to reduce contacts. 		
Consider measures to support staff mental health and well being	<ul style="list-style-type: none"> -Additional resources are available through Dorset Healthcare – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeingadvice) -Support and advice available in school. SLT/YLs/line managers will offer support where required -Steps to Well-being and other services will be signposted -All staff to rally round to support their colleagues 	Low-anxiety of staff may remain	All staff 20/7/21
Communicating your plans			
Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	<ul style="list-style-type: none"> -Clear notices for parents, electronic communication and reminders on a regular basis provided. 	Low – sufficient guidance given to parents DJ to have conversations with parents if children present as unwell	SLT 20/7/21
Engage parents and children in education resources such as e-bug and PHE schools resources	<ul style="list-style-type: none"> -Encourage parents to reinforce hygiene messages at home. -Children will be educated in the importance of social distancing and hygiene in school and this will form a distinct part of their daily timetable. 	Low	SLT 20/7/21
Communicate with contractors and suppliers that will need to prepare to support your plans for opening for example,	<ul style="list-style-type: none"> -Hygiene supplies are fully stocked. Staff to inform School Business Manager if stock is getting low. Cleaners to regularly check. -Caterers informed and ready for reopening 	Low	JP/EC Ongoing 20/7/21

cleaning, catering, food supplies, hygiene suppliers			
Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this	<ul style="list-style-type: none"> -Cleaners have had their hours extended. -Cleaners will clean thoroughly at the end of every day and the toilets will additionally be cleaned at lunchtime. -Every classroom will contain its own cleaning kit (including hand sanitiser, soap, antibacterial wipes and spray). This will be used regularly by the class team on frequently touched surfaces. -Staff will use anti-bac wipes on door handles and frequently touched surfaces throughout the day. 	Low	JP FD /AF 20/7/21
When open: Prevention			
Tracing close contacts and isolation	<ul style="list-style-type: none"> -Close contacts will be identified via NHS Test and Trace instead of school -Contacts from a school setting will only be traced by NHS Test and Trace where the possible case specifically identifies the individual as being a close contact. This is likely to be a small number of people -Children under 18 will not have to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case. They will be informed and advised to take a PCR test We will encourage all individuals to take a PCR test if advised to do so -Unvaccinated adults will need to self-isolate if identified as a close contact 	Moderate	27/8/21
	<ul style="list-style-type: none"> -We will work with public health in the event of an outbreak (several confirmed cases within 14 days). Additional control measures may then be introduced, in the same way as Summer 21 (previous risk assessment mitigations will form the basis of a new Outbreak Management Plan). 		

<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend school.</p>	<p>-Clearly communicate to parents and staff that pupils, staff and other adults must not come into the school if they:</p> <ul style="list-style-type: none"> - Have one or more coronavirus symptoms - Have tested positive in the last 10 days -They are required to quarantine having recently visited countries outside the Common Travel Area <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> - Anyone developing covid symptoms during the school day, however mild, will be sent home to follow public health advice. -If a parent/ carer insists on a pupil attending school, we can refuse the pupil entry if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. - Lateral flow testing for staff twice weekly, will identify asymptomatic people, who will immediately isolate, along with their close contacts, thus limiting the spread of the virus. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed. See separate risk assessment for lateral flow testing at home for school staff. 	<p>Moderate – Regular, clear information will minimise risk.</p>	<p>FD /AF 20/7/21</p>
<p>Medicines not to be given to children before coming into school</p>	<p>-Medicines such as Calpol and paracetamol can mask Covid-19 symptoms. -Any child who has found to be given these medicines will be sent home.-Children with other illnesses such as an ear infection or an injury, such as a broken bone, may receive pain-relief following discussion with the lead first-aider (Mrs Jones)</p>	<p>low</p>	<p>DJ 31/8/21</p>

<p>Procedure for dealing with a child who becomes unwell with:</p> <ul style="list-style-type: none"> - a new continuous cough - high temperature - loss of, or change in sense of taste or smell 	<ul style="list-style-type: none"> - The child will be removed to a designated isolated space, and should be left in a room on their own if possible. -The window in this room will be opened. -The pupil should avoid using public transport and be collected by someone in their household. In exceptional circumstances, a pupil in Y5/6 can walk, cycle or scoot home. -If a first aider supports the unwell child, they will wear PPE if close contact is necessary. -All parents have been asked to inform school if their details have changed recently. -There is a designated toilet assigned to children who fall ill. The designated toilet is the disabled toilet opposite the school office. -Once the child is collected, both spaces will be out of use until they have been cleaned and disinfected using standard cleaning products. - Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who is unwell. -The household should follow Public Health stay at home guidance for households with possible or confirmed coronavirus infection. 	<p>Moderate-Use of PPE minimises risk if a child displays COVID symptoms.</p>	<p>All staff Ongoing</p> <p>20/7/21</p>
	<p>In the case of an emergency, 999 should be called.</p> <ul style="list-style-type: none"> -School should be informed immediately of the results of a test. -They will also need to provide details of anyone they have been in close contact with if they were to test positive for coronavirus to NHS Test and Trace -If the test is negative the child could return to the setting assuming they are well enough. -If the test is positive, the child should self-isolate for at least 10 days from the onset of their symptoms, and not attend the setting while they exhibit any symptoms. -This guidance also applies if an adult presents as unwell and is subsequently tested as positive. 		

<p>Managing confirmed cases of coronavirus amongst the school community</p>	<p>Staff with a positive Lateral Flow test result should self-isolate in line with government guidance, and get a PCR test. They must isolate until they get the result of the PCR test.</p> <p>-If the PCR test is taken within 2 days 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.</p> <p>-Household members of those contacts who are sent home do not need to self isolate themselves unless the child, young person or staff member who is selfisolating subsequently develops symptoms or they have been told to by NHS test and trace.</p>	<p>Medium – Public Health England (PHE) will advise on measures to limit risk</p>	<p>FD /AF 28/8/21</p>
<p>For cleaning and hygiene: follow the COVID-19: cleaning of nonhealthcare settings guidance</p>	<p>-Regular cleaning of areas and equipment with a focus on frequently touched surfaces</p> <p>-Toilets to be cleaned twice a day</p>	<p>Low</p>	<p>JP/Cleaning team 20/7/21</p>
<p>Face coverings</p>	<p>From Step 4, face coverings are not advised for staff, parents or visitors either in classrooms or in communal areas - in the event of an outbreak in school, a director of public health might advise face coverings should temporarily be worn in communal areas or classrooms by staff and visitors. We would follow their advice.</p> <p>-The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	<p>Low - control measures in school</p>	<p>FD/AF 28/8/21</p>

<p>Ensure education visits follow agreed guidelines</p>	<ul style="list-style-type: none"> -Educational visits will resume -The trip destination must have risk assessments in place, which must include covid measures -Full, thorough risk assessments must be in place, in accordance with school procedures -Trip arrangers must visit https://www.gov.uk/government/publications/healthand-safety-on-educational-visit -Educational visits arranged must have financial protection in place, in the possibility of cancellation 	<p>Low – robust risk assessment will identify risks and put control measures in place</p>	<p>JR / FD /AF 20/7/21</p>
<p>Ensure that no child is disadvantaged by poor attendance</p>	<ul style="list-style-type: none"> -Attendance in school is mandatory for all pupils -Parents’ duty to secure their child’s regular attendance - We will record attendance and follow up absence -We will support parents to secure good attendance -We will issue sanctions, including fixed penalty notices if required -Pastoral officers, attendance officer and family support officer will help families who are anxious about school return, explaining the many control measures we have in place -Social workers will be involved if required - We will provide remote education to pupils who are unable to attend school because they are complying with government legislation 	<p>Low- control measures in place</p>	<p>GB 20/7/21</p>
<p>Pupils travelling from abroad</p>	<p>-Quarantine or self-isolation requirements will be expected to be met, where required. We will refuse entry to school to anyone who has not followed government guidance.</p>	<p>Low</p>	<p>GB 20/7/21</p>

<p>Ensure that sufficient handwashing facilities are available.</p>	<p>-Every classroom has a sink and handwashing facilities. 'Toilet steps' have been purchased to assist children to reach the sinks in the classrooms.</p> <p>-As some children will not be able to reach the classroom wall-mounted soap dispensers, bottles of liquid soap are available in classrooms.</p> <p>-Hand sanitiser should be stored in a locked cupboard/ out of the reach of children. It must be administered by an adult. If any child has a reaction to hand sanitiser, they must be allowed to wash their hands instead.</p> <p>-Hand sanitiser is classed as a dangerous substance under COSH guidelines. No child is allowed to bring their own hand sanitiser into school.</p> <p>-Pupils and staff will understand that they must cover their mouth and nose with a tissue (or the crook of their arm) before they cough or sneeze, then throw the tissue away. 'Catch it, Bin it, Kill it' will be promoted.</p>	<p>Low</p>	<p>All staff Ongoing 20/7/21</p>
	<p>-Everyone will be encouraged not to touch their mouth, eyes and nose.</p> <p>-Lidded bins in every classroom for disposal of tissues/ high risk materials. -Coronavirus infection control measures information posters are displayed around the school.</p>		
<p>Hygiene: ensure that all adults and children...</p>			
<p>Wash their hands with soap and water for 20 seconds and dry thoroughly.</p>	<p>-Good hygiene will be expected by promoting the importance of handwashing for at least 20 seconds with warm water and soap. This may include:</p> <ul style="list-style-type: none"> • After using the toilet • Before eating any food, including snacks • Anytime they cough or sneeze into their hand <p>-Staff will help children with complex needs to clean their hands properly</p>	<p>Low</p>	<p>Class based staff 20/7/21</p>

<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<ul style="list-style-type: none"> -Ensure sufficient tissues and bins are available. -Ensure children, including those with complex needs are supported to maintain good respiratory hygiene. -E-bug resources will be used 	Low	All staff 20/7/21
<p>Staff hygiene measures</p>	<ul style="list-style-type: none"> -Staff should conduct normal personal hygiene measures relating to Covid 19, including increased hand washing. -Hand sanitiser at 70% has been provided. - Staff do not need to wear PPE unless they are dealing with first aid or intimate care requirements, when PPE will be provided. 	Low	All staff Ongoing 20/7/21
<p>Ensure that staff are aware of the government requirement to quarantine following foreign travel, if required to do so.</p>	<ul style="list-style-type: none"> - Staff need to be available to work in school during term time, so should be mindful of return travel arrangements being disrupted due to coronavirus. There may be the requirement for them to adhere to government quarantine advice if visiting specific countries. The list of countries that this applies to could change with short notice. 	Low	FD 20/7/21