


RISK ASSESSMENT FOR: School activities during COVID 19 outbreak – After July 19 th 2021			
Establishment: Longlands Primary School	Assessment by: LAB	Date: 27.08.21	Risk assessment number/ref: RA-Aut21_01

Rev 15: revised to reflect move to Step 4 from July 19th and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak) (www.gov.uk)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19 Clinically extremely vulnerable (CEV) pupils and staff Shielding for CEV individuals	Staff, Students / pupils / wider contacts Spread of COVID 19	Pupils Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.	From 1 st April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot work from home. In the event of an individual following specific clinical	Office	Ongoing	

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paused on 1 st April 2021.		<p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p>Asymptomatic testing (LFD testing)</p> <p>Testing remains voluntary but strongly encouraged. Staff to test before return to school in September.</p>	<p>advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</p>	HT to email staff re LFTs	21.07.21 and 01.09.21	✓
School occupants coming into contact with those with Coronavirus symptoms	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.</p>	Continue to communicate these expectations with the whole school community	HT and Office staff	Ongoing	

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<p>School occupants coming into contact with those with Coronavirus symptoms</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Pupils, staff and other adults should follow public health advice on When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Testing Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given</p>				

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		<p>directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Positive case in school setting</p> <p>Those affected self-isolate and do not return to school until the end of self-isolation period.</p> <p>See case reporting protocol / flowchart for schools</p> <p>https://thegrid.org.uk/covid-19/key-documents-for-schools</p> <p>COVID.EYSEducation@hertfordshire.gov.uk</p> <p>From 19th July NHS T&T will undertake contact tracing</p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p>			

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		<p>Asymptomatic testing (LFD testing) Testing remains voluntary but strongly encouraged.</p> <p>Primary age pupils are not tested with LFDs</p>	<p>From 16th August 2021 all under 18's and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case.</p> <p>Close contacts should take a PCR test and only need to isolate if they test positive or develop symptoms themselves.</p>			

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<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Continue to communicate these expectations with the whole school community</p>	<p>HT and Office staff</p>	<p>Ongoing</p>	
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p> <p>High Contact points</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p>	<p>Continue to wipe down hatch area between classes</p>	<p>Cleaning staff</p>	<p>Ongoing</p>	

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	Spread of COVID 19	<p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
Poorly ventilated spaces	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems.</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO₂ monitor can help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Use high level windows where available to minimise drafts.</p>			

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			Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.			
General Transmission of COVID-19	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Meetings Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p> <p>Face coverings Any individuals who continue to choose to wear face coverings should be supported to do so.</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on face coverings in Education</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Face coverings should still be 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.</p>	<p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p> <p>In the event of an outbreak the wearing of face coverings may be required to be re-introduced in classrooms / communal areas.</p>	HT to and communicate to all parties involved	Ongoing	
General Transmission of COVID-19 wider use of school by 3rd parties /	Staff,	<p>Record should be kept of all visitors to aid track and trace.</p> <p>Schools are not expected to create NHS QR code posters for their normal day to day operations</p>				

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beyond school day	Students / pupils / wider contacts Spread of COVID 19	In the event of a subsequent positive case returned by a member of a 3 rd party group ensure there is a process in place to notify the school. <u>Performances</u> Audiences indoor / outdoor have been permitted since May 17 th (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).				
Access to & egress from site	Staff, Students / pupils / wider contacts Spread of COVID 19	<u>Visitors</u> Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk. Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an NHS QR code poster , or alternate method for recording and securely storing names and contact details. Signage in reception regarding good hygiene.	Continue to communicate these expectations with the whole school community	HT and Office staff	Ongoing	
Curriculum activities		<u>PE / school sport</u> No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance. Since 29th March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport). Since 12th April indoor competition between different schools has been permissible.				

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		<p>See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England</p> <p>See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</p> <p>Music Singing and wind / brass instruments No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups. Encouraging the use of outside space where practical</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</p> <p>Offsite visits Offsite visits (day visits) able to be run since 12th April in line with the Government's roadmap. Domestic residential visits able to take place since 17th May International visits able to commence from start of Autumn term. Off site visits risk assessment to be undertaken and include IPC measures.</p>	<p>Travel list (and broader international travel policy) is subject to change, contingency plans required</p>			
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts	<p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>				

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Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. School to seek confirmation of the contractors method statement / risk assessment.				
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK	Continue to communicate these expectations with the whole school community	HT and Office staff	Ongoing	

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Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</p>				
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p>				
Staffing levels	Staff, Students / pupils	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such			

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	<p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>circumstances for those pupils affected.</p>			

