



School Risk Assessment - Covid19

This risk assessment is based upon the latest guidance from the DfE at time of issue:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

The guidance states that schools should work closely with parents and carers, staff and unions when agreeing the best approaches for their circumstances. The document uses the terms 'must' and 'should' throughout the guidance. **The term 'must' is used when the person in question is legally required to do something and 'should' when the advice set out should be followed unless there is a good reason not to.**

In addition:

Risk assessment for cleaning available from ORION (Cleaning contract company)

Risk assessment for Catering staff available from Lancashire Catering services

Both Risk assessments to run alongside, and concurrent with, this document

PART A. ASSESSMENT DETAILS:			
Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2021			
Location of activity: Layton Primary School			
Team/School name: Address & Contact details:	Layton Primary School	Name of Person(s) undertaking Assessment:	Jonathan Clucas - HT Lisa Sheldon - SBM Clare Scott - DHT Catherine Rollinson - AHT
Headteacher (Name/Title):	Jonathan Clucas	Date of Assessment:	01.09.2021
Signature:	J Clucas	Planned Review Date:	Weekly SLT meetings
How communicated to staff:	Email following face to face meeting Regular emails thereafter	Date communicated to staff:	01.09.2021 16.09.2021 01.11.2021. (Based on DfE guidance 14.3.22) 29.11.2021 04.01.2022 18.01.2022 22.02.2022 21.03.2022

Measures	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Social distancing	<ul style="list-style-type: none"> It is requested that staff mitigate their own risk and socially distance where appropriate.
Face coverings	<ul style="list-style-type: none"> If a parent needs to speak to a member of staff, both the parent and staff member must wear a face covering whilst doing so. Staff must wear face coverings at staff meetings unless presenting. Staff should wear face coverings when working closely with other year groups. Face coverings may be worn at any other time dependent upon staff personal choice. Face coverings are provided for all staff and will be available at the entrances to school. Used masks must not be left in open waste bins.
Control measures	<p>1. <u>Ensure good hygiene for everyone</u></p> <p>Hand hygiene - Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>Use of personal protective equipment (PPE)</p> <p>Most staff in school will not require PPE beyond what they would normally need for their work.</p> <p>Staff should wear PPE when in close contact with pupils displaying symptoms. PPE is provided in each classroom, staff responsible for requesting new sets when required PPE to be kept in the Woodland Room and worn when treating a child in isolation. Cleaning products to be kept in the Woodland Room Staff should not wear gloves unless directed to do so in medical emergencies</p> <p>Contenance issues and soiling should not be dealt with by staff. Parent should be contacted immediately, and children sent home.</p>

2. Maintain appropriate cleaning regimes, using standard products such as detergents

We will continue to maintain an appropriate cleaning schedule. This will include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.

Staff are responsible for checking stock levels of items in their classroom, and must inform the premises team if they require products.

3. Keep occupied spaces well ventilated

When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. CO2 monitors should remain under 800ppm. If the monitor is above this limit, open windows until it has returned to a safe level. If levels are persistently higher, you must notify Premises team or School Business Manager.

Opening external windows will improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). At all times, staff must:

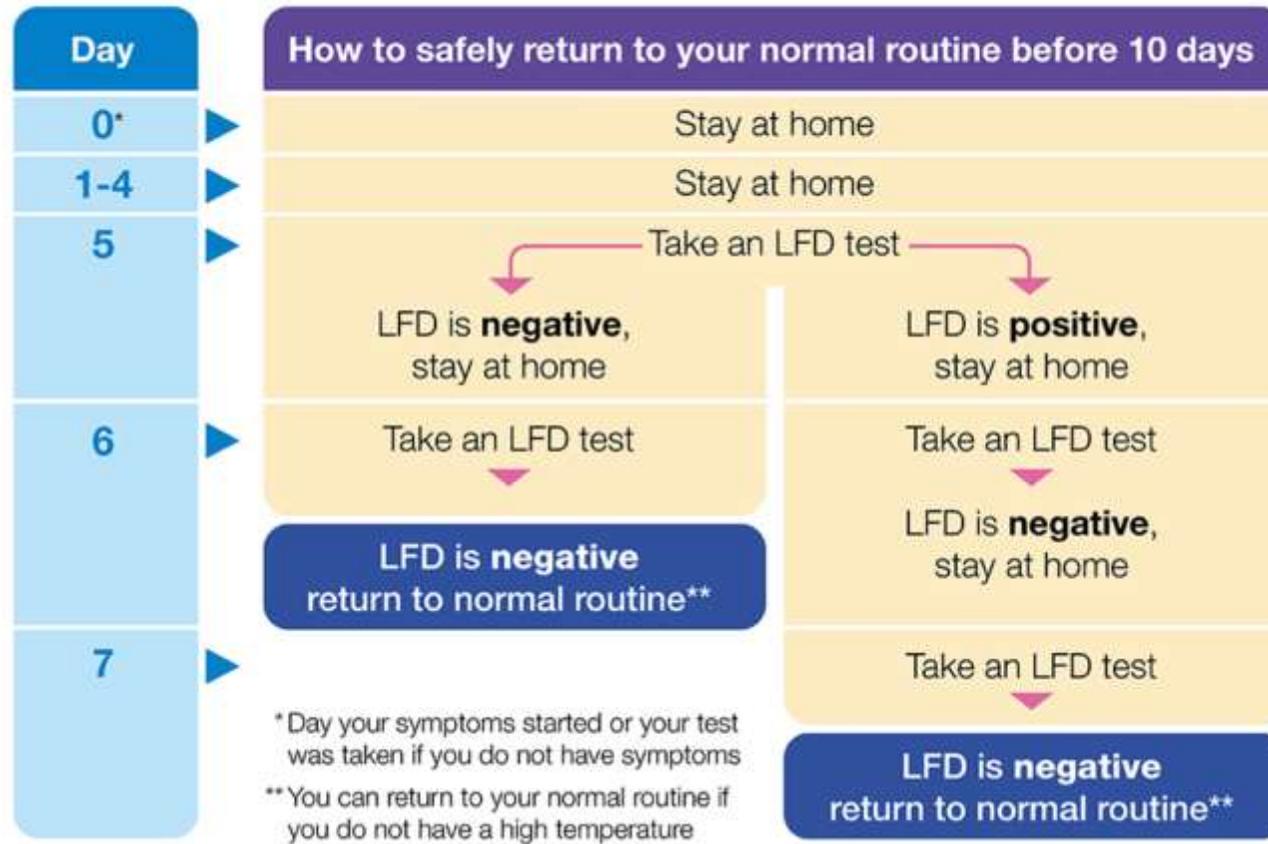
- Open windows in classrooms
- Air purifiers must be switched on
- Open external classroom doors
- Open roof windows / ventilation in communal areas e.g. hall – to be carried out by Premises team

4. Should pupils test positive, we recommend that they isolate for 5 days.

- If anyone in our school develops COVID-19 symptoms, the recommended health advice is to isolate at home until you are well. Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.
- If the LFD tests are positive following day 10, staff can return to work and stop daily testing.
- If a pupil is awaiting collection, they should be left in the Woodland room on their own if possible and where safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms used for isolation should be cleaned after they have left – the staff member

accompanying the pupil must carry this out.

How to safely return to your normal routine before 10 days



Covid Symptoms

Most common Covid symptoms:

- a new continuous cough (A new continuous cough means coughing a lot, for more than an hour, or more than three or more coughing episodes in 24 hours.)
- a high temperature - 37.8°C or higher
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Self-isolation (Staff and Pupils)

You should self-isolate for 5 full days if you test positive for COVID-19. Day 0 is the day that the positive LFT was taken – refer to guidance above regarding self-isolating

Procedures for children with symptoms	<ul style="list-style-type: none"> ● If a child in school becomes unwell with symptoms of Covid, please isolate them in the Woodland room, and ask a member of SLT/Family Engagement for approval before asking the Office to call home. ● Parents and carers will be asked by the office staff to collect their child. If the family test the child via LFT and the child is positive, it will be recommended that they isolate for 5 days and return to school after two consecutive days of negative tests. After day 10 of isolation, if still testing positive, the child can return to their normal routine. ● The staff member accompanying the pupil must clean the room/area used once the pupil has left.
Procedures for contacting school if a test is <u>positive</u> for parents and carers	<ul style="list-style-type: none"> ● Parents should inform school of a positive test like any other illness, via the usual methods - contact school by the main telephone number 01253-392179, option 2 or register via the Parent App.
Remote education/ Working	<ul style="list-style-type: none"> ● Where appropriate, we will support those staff and pupils who are self-isolating due to testing positive, to work or learn from home if they are well enough to do so.
Assemblies	<ul style="list-style-type: none"> ● Mixed year group assemblies can take place
First Aid	<ul style="list-style-type: none"> ● First aiders will continue to administer first aid – enhanced PPE to be worn. ● If a child is sick, this is required to be cleaned up as soon as possible. ● If not immediately available in the vicinity, lunchtime supervisors to radio the office for a first aider to attend an outside incident. ● Any child requiring first aid is to be moved to a suitable designated outside space until a first aider arrives.
School drop off and pick up	<p>KS1</p> <ul style="list-style-type: none"> ● Only one parent or carer should drop off their child at KS1. Parents enter via Lynwood Avenue or Eastwood Avenue. Lynwood entrance and exit are a one-way system. ● FS parents and carers to drop and go using the one-way system outside the foundation stage classrooms. ● All interactions between staff and parents and carers will require both parties to wear face coverings. Staff are not expected to engage with parents and carers unless they are wearing a face covering. <p>KS2</p> <ul style="list-style-type: none"> ● Only one parent should drop off and collect children at the school gates via Meyler Avenue. No parents are allowed in the KS2 area in the mornings.

<p>Communication with parents</p>	<ul style="list-style-type: none"> ● School will send any communications to parents and carers via our Parent App and through text messages. ● Regular updates will also be posted on the official school Facebook page. ● The website will be updated regularly - https://layton.blackpool.sch.uk ● Class teachers will only communicate with parents and carers through class dojo or a phone call home. Parents and carers are asked not to approach teachers at the beginning and end of the school day. ● Parents and carers who wish to speak to their child's class teacher, please contact the office on 392179 or email admin@layton.blackpool.sch.uk ● The school office will be open between 9am and 10am only. This can be accessed via the ramp, Meyler Avenue entrance.
<p>Cleaning</p>	<p>Cleaning</p> <ul style="list-style-type: none"> ● Toilets will be deep cleaned in the middle and at the end of each day ● Toilets will be sprayed by the onsite cleaning staff during the lunch period and after break with suitable cleaning detergent ● Tables and contact points will be cleaned regularly ● Each classroom has: antibacterial spray, antibacterial wipes, disposable cloths for tables, sink to wash hands, antibacterial handwash, hand sanitiser, towels to wipe hands dry, pedal bin, tissues, wipes for iPads ● Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected ● Contact points should be cleaned at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used ● Bins must be emptied at least once daily by the cleaner ● iPads to be wiped when the children arrive at school each day. Children will complete this themselves. A deep clean of iPads is required once per term.