



## School Risk Assessment - Covid19

This risk assessment was written using the latest guidance from the DFE in July 2021 :

<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 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

<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Area/task/activity:</b> Full School opening arrangements during COVID-19 restrictions from 1 September 2021			
<b>Location of activity:</b> Layton Primary School			
<b>Team/School name: Address &amp; Contact details:</b>	Layton Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Julie Barr
		<b>Signature(s):</b>	J Barr
<b>Headteacher (Name/Title):</b>	Jonathan Clucas	<b>Date of Assessment:</b>	01.09.2021
<b>Signature:</b>	J Clucas	<b>Planned Review Date:</b>	Weekly SLT meetings
<b>How communicated to staff:</b>	Email following face to face meeting	<b>Date communicated to staff:</b>	01.09.2021 16.09.2021

Measures	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
<b>Mixing and bubbles</b>	<p>It is no longer necessary to keep children in bubbles. This will enable the following:</p> <ul style="list-style-type: none"> <li>• flexibility in curriculum delivery,</li> <li>• year group assemblies will resume - full school assemblies will be reviewed at October half term</li> <li>• mixing at lunchtime</li> </ul> <p>Please note, it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups as advised by the L/PHE.</p>
<b>Tracing close contacts and isolation</b>	<ul style="list-style-type: none"> <li>• Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts.</li> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. School may be contacted in exceptional cases to help with identifying close contacts.</li> <li>• From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>• School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> </ul>
<b>Face coverings</b>	<ul style="list-style-type: none"> <li>• The government has removed the requirement to wear face coverings in law but recommends that they are worn in enclosed and crowded spaces</li> <li>• Parents will be advised to wear a face coverings when entering the school site at the beginning and end of the day but these will no longer be mandatory</li> <li>• If a parent needs to speak to a member of staff, they must wear a face covering whilst doing so</li> <li>• Staff may wear a face coverings in all the communal areas of the school</li> <li>• Face coverings will be provided for all staff and will be available at the entrances to school</li> </ul>

	<ul style="list-style-type: none"> <li>Used face coverings should only be disposed of in a sealed rubbish bag, and as they are for single use per day, should ideally be taken home for secure disposal once staff have left the school site. <b>Used masks must not be left in open waste bins</b></li> </ul>
<b>Stepping measures up and down</b>	<ul style="list-style-type: none"> <li>Outbreak management plans are available if there were an outbreak in our school or local area from the LA and PHE</li> <li>These measures in schools should only ever be considered as a last resort, and for the shortest amount of time possible.</li> <li>If school has several confirmed cases within 14 days, a call will be made to the dedicated advice service - DfE helpline, 0800 046 8687 and selecting option 1 for advice on the action to take in response to these positive cases</li> </ul>
<b>Control measures</b>	<p><b>1. <u>Ensure good hygiene for everyone</u></b></p> <p><b>Hand hygiene</b></p> <p>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</p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <p><b>Use of personal protective equipment (PPE)</b></p> <p>Most staff in school will not require PPE beyond what they would normally need for their work. 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  Cleaning products to be kept in the Woodland Room  Staff should not wear gloves unless directed to do so in medical emergencies</p> <p><b>Contenance issues and soiling should not be dealt with by staff.  Parent should be contacted immediately, and children sent home</b></p> <p><b>2. <u>Maintain appropriate cleaning regimes, using standard products such as detergents</u></b></p>

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.

### **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.

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).

- Open windows in classrooms
- Open roof windows / ventilation in communal areas e.g. hall
- Open external classroom doors

### **4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

#### **When an individual develops COVID-19 symptoms or has a positive test**

- Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result (LFT or PCR) or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- If anyone in our school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.
- If a pupil is awaiting collection, they should be left in a room on their own if possible and 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 they use should be cleaned after they have left.
- The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

<p><b>Covid Symptoms</b></p>	<p><b>Most common Covid symptoms:</b></p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> <li>• Please note the delta variant presents symptoms similar to tiredness, aching joints and headaches, and in some cases stomach upsets in children</li> </ul> <p>A new continuous cough means coughing a lot, for more than an hour, or more than three or more coughing episodes in 24 hours.</p>
<p><b>Self isolation</b></p>	<ul style="list-style-type: none"> <li>• Self-isolation rules have changed. You will not need to self-isolate in certain situations.</li> <li>• It's a legal requirement to self-isolate if you are told to by NHS Test and Trace</li> <li>• Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of the above 3 symptoms of COVID-19, even if they are mild</li> <li>• <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li> </ul> <p><b>You should also self-isolate straight away if:</b></p> <ul style="list-style-type: none"> <li>• you've tested positive for COVID-19 – this means you have the virus</li> <li>• someone you live with has symptoms or tested positive (unless you are not required to self-isolate)</li> <li>• you've been told to self-isolate following contact with someone who tested positive</li> <li>• You may need to quarantine when you arrive in England from abroad. Check the quarantine rules when entering England on GOV.UK</li> </ul> <p><b>When you do not need to self-isolate:</b></p> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>• you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>• you're under 18 years, 6 months old</li> <li>• you're taking part or have taken part in a COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> <li>• If a member of your household tests positive, please inform school as soon as possible (see contact details below) and we ask that you organise a PCR for the children who attend our</li> </ul>

	<p>school. We also ask that the children remain at home until you receive their result to limit the spread of the virus. If the result is negative children may return to school. Otherwise track and trace will advise on your isolation period.</p> <ul style="list-style-type: none"> <li>• If their PCR is negative, we would advise that they take a LFT daily whilst the member of your household is isolating.</li> </ul>
<b>Procedures for children with symptoms</b>	<ul style="list-style-type: none"> <li>• If a child in school becomes unwell with symptoms of covid, they will be isolated and call home will be made.</li> <li>• Parents and carers will be asked by the office staff to collect their child and to organise a PCR test for their child.</li> <li>• At this point, any siblings can remain in school.</li> <li>• If the child tests positive, we will request their siblings stay at home, access a PCR and only return to school if they are negative. This information will be passed on to the parent or carer when they collect the child displaying symptoms.</li> </ul>
<b>Procedures for contacting school if a test is <u>positive</u> for parents and carers</b>	<ul style="list-style-type: none"> <li>• <b>During an evening, weekend or holiday</b>, if a child receives a positive test result, parents are to contact school by email covid@layton.blackpool.sch.uk</li> <li>• <b>During times when the school is open</b>, if a child receives a positive test result, parents are to contact school by the main telephone number 01253 392179, option 2</li> </ul>
<b>Asymptomatic testing</b>	<ul style="list-style-type: none"> <li>• Testing remains important in reducing the risk of transmission of infection within schools.</li> <li>• Staff should undertake twice weekly home tests until the end of September, when this will also be reviewed.</li> </ul> <p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They will also need to <u>get a free PCR test to check if they have COVID-19</u>.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>• 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 can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>• If a member of your household tests positive for covid, providing you are double vaccinated you are still required to attend work.</li> <li>• School requests as precaution you complete daily LFT tests.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age</li> </ul>

	<ul style="list-style-type: none"> <li>• Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X</li> <li>• Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</li> <li>• All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> </ul>
<b>Remote education</b>	<ul style="list-style-type: none"> <li>• Where appropriate, we will support those (staff and pupils) who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>▪ Some assemblies will resume – this will be reviewed in October 2021</li> </ul>
<b>Educational visits</b>	<ul style="list-style-type: none"> <li>▪ When booking a new visit, school will ensure that any new bookings have adequate financial protection in place – staff lead will check insurance policy.</li> <li>▪ Staff will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> <li>▪ Any educational visits must be conducted in line with relevant COVID-secure guidelines and regulations in place.</li> <li>▪ COVID-secure measures/ risk assessment in place at the destination of the visit must be followed.</li> <li>▪ Staff must consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> <li>▪ Staff must complete an evolve visit online application, at least two weeks before the date of the visit</li> <li>▪ Evolve application must be approved before the visit can go ahead <a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=blackpoolvisits.org">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=blackpoolvisits.org</a></li> </ul>
<b>Inspection</b>	<ul style="list-style-type: none"> <li>• Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years.</li> <li>• This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements.</li> <li>• Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit.</b></li> </ul>
<b>Updating procedures</b>	<ul style="list-style-type: none"> <li>• This risk assessment is revisited every week through an SLT meeting led by the Headteacher and all actions followed up</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>▪ First aiders will continue to administer first aid</li> <li>▪ If a child is sick, this is required to be cleaned up as soon as possible. PPE to be worn</li> <li>▪ Lunchtime supervisors to radio the office for a first aider to attend an outside incident.</li> <li>▪ Any child requiring first aid is to be moved to a designated outside space until a first aider arrives</li> </ul>
<b>School drop off and pick up</b>	<ul style="list-style-type: none"> <li>▪ <b>KS2</b> Only one parent should drop off and collect children at the school gates via Meyler. No parents are allowed in the KS2 area each morning</li> <li>▪ <b>KS1</b> Only one parent or carer should drop off their child in KS1. Parents enter via Lynwood or Eastwood. Lynwood entrance and exit are a one-way system.</li> <li>▪ FS parents and carers to drop and go using the one-way system outside the foundation stage classrooms</li> <li>▪ All staff are allocated to gates at the beginning and end of the day and will be required to wear a face covering</li> <li>▪ <b>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</b></li> </ul>
<b>Communication with parents</b>	<ul style="list-style-type: none"> <li>▪ School will send any communications to parents and carers via our parent app and through text messages</li> <li>▪ The website will be updated regularly - <a href="https://layton.blackpool.sch.uk">https://layton.blackpool.sch.uk</a></li> <li>▪ 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.</li> <li>▪ Parents and carers who wish to speak to their child's class teacher, please contact the office on 392179 or email <a href="mailto:admin@layton.blackpool.sch.uk">admin@layton.blackpool.sch.uk</a></li> </ul> <p>The school office will be open between 9am and 10am only. This can be accessed via the ramp, Meyler Avenue entrance.</p>
<b>Governor communication</b>	<ul style="list-style-type: none"> <li>▪ Regular communication between Head teacher and chair/vice chair of governors via online platforms and email</li> <li>▪ Governing body meetings structured to ensure governors are able to meet statutory responsibilities</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Governors meetings to take place via Zoom</li> </ul>
<p><b>Cleaning</b></p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>▪ Toilets will be deep cleaned in the middle and at the end of each day</li> <li>▪ Toilets will be sprayed by the onsite cleaning staff during the lunch period and after break with suitable cleaning detergent</li> <li>▪ Tables and contact points will be cleaned regularly</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ Bins must be emptied at least once daily by the cleaner</li> <li>▪ iPads to be wiped when the children arrive at school each day. Children will complete this themselves</li> </ul>