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| RISK ASSESSMENT FOR: Reducing restrictions following updated Government guidanceIntended implementation of this plan – 6th January 2022 | COVID Safe e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms – whilst distancing etc.This report should be read in conjunction with the Elburton Primary School Outbreak Contingency Plan. This contingency plan outlines a reintroduction of restrictions to individuals, groups, classes and year groups according to a rise in infection rates across the school. These will be managed in communication with all stakeholders and the South West Health Protection Team. |   |
| **School: Elburton Primary School** | **Assessment by: KS in consultation with all staff and LGB** | **Date: 5th January 2022** |
| **Assessed Risk Rating:****High risk but minimised with control systems implemented**  | **School Approval:****Trust board approval:** | **Date: 5th January 2022** |

| Hazard / Risk | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** |  **Normal Control Measures**  |
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| **In Place** | **Adequate** |
| **Access and egress – to site and buildings.** Groups gathering, lack of social distancing, contact with surfaces, doors, handles  | StaffPupilsVisitorsContractorsPersons away from school site  | Spread C-19 passing on or receiving self and to others | * Ensure all who have access to the school continue to focus on the 4 key points of infection control:
	+ Avoiding contact with anyone with symptoms
	+ Frequent hand cleaning and good respiratory hygiene practices
	+ Regular cleaning of settings
	+ Minimising contact and mixing
* Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) Signage attached to front and side entrance gates and in the Notice boards(external).
* All parents/family of children advised to wear face coverings when on site at all times.
* Visitors to the site including LGB, PTA, parents and all other agencies, to wear face coverings whilst on site and to take a Lateral Flow Test before entering the school building.
* Visits and deliveries to be arranged for quiet times or outside school hours where possible.
* Staggered arrival times to limit numbers at peak time
* Staggered start to be in place for arrival 8.30-8:45am through various entrance points.
* End of the day, 3:10pm for F/KS1 and 3:15pm for KS2.
* Communicate with parents that only one member of the family, where possible, should arrive on site for collection and drop off.
* 2M box to be maintained outside of the Foundation Stage classrooms to indicate to parents where to stand. This will prevent staff/parents getting to close to one another
* Staff to have the option to wear coverings outside their bubble. This will be personal preference.
* If a member of staff forgets their covering, it becomes soiled or unsafe, a small contingency will be kept in the office.
* All staff to wear face coverings when not working in their own classroom and in communal areas.
* Parents to be encouraged to email or use Class Dojo to communicate with staff rather than have face to face contact where possible.
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| **Safe and Secure Premises and buildings** – defective, untested equipment, slips, trips, unavailable routes or exits | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Security fencing and gates working, not damaged or breached
* Fire equipment and systems serviced and tested, where applicable, and in place, including:
	+ Fire detection and alarm system
	+ Emergency lighting
	+ Fire extinguishers
	+ Emergency exits
	+ Fire doors
	+ Suppression, venting or smoke extraction systems
* Ensure sufficient number of trained fire marshals on site
* Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded
* Visual inspection of all Asbestos Containing Materials to ensure no damage during lockdown
* Visual inspection of electrical fixtures and fittings to ensure no damage during lockdown
* Visual inspection of Portable Appliances
* Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors
* External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces.
* New windows in school hall enable the hall to have additional ventilation
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| **Class, Classrooms, and equipment.** Groups gathering, lack of social distancing, contact with surfaces, doors, handles | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Assemblies to continue to be virtual.
* Y2-Y6 to bring a wipe able pencil case with appropriate resources.
* Y1 drop off and collection via the side doors to the school already established as a Y1 drop off point.
* Y2 children to enter using the double doors from the quadrangle, only Y2 children to enter using these doors.
* Y3 and 4 children to enter school building via the door near Mr Agnew’s classroom
* Y5 and 6 to enter the school building via the door near the swimming pool.
* Lunchtimes YF – 12:00-13:10, KS1 12:10-13:10, KS2 12:25:13:25
* KS2 children to be invited to eat their lunches outside on the picnic tables should they wish to (weather permitting)
* F, Y1, Y2 children to leave via the same doors they entered in the morning. T/TA to take children to their parents.
* Parents collecting KS2 children to meet their child on the infant or junior playground, not on the jubilee playground.
* Staff will be timetabled to supervise all external entrances and exits in the mornings and after school (including doors to F/Y1)
* If The Den is used for working with children or to host a meeting, ensure that all chairs and tables that are used are cleaned. Children to not use the toilets at The Den. T/TAs to bring equipment such as pencils and books from their class and will not use The Den resources.
* Consider which lessons or classroom activities could take place outdoors and staggering groups using outside areas. Use outside spaces as much as possible from pre-school to year 6.
* School hall will be used for PE. The hall will need to be fully ventilated with windows open throughout. Leave 10 minutes between each group being in the hall. Additional opening windows installed for further ventilation.
* Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day
* Ensure where possible equipment is used exclusively by the same group, or ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
* Break time 10:45-11:00am for Y1-Y6. YF to organise their own break time to suit their curriculum and learning.
* Foundation and year 1 classes to have their rugs that ensure children sit distanced on the allocated spot.
* ICT suite – when used the team will thoroughly clean the keyboards with the appropriate cleaning products.
* Trim Trail open. Children to wash their hands before using. Alcogel to be used by children before and after using the equipment.
* Door handles, touch plates and frequently touched objects to be washed and cleaned throughout the school day by trained MTA team
* Lidded Bins to be checked and emptied throughout the school day by MTA team and cleaning staff.
* Music tuition- children to have the sessions with peripatetic teacher. The teacher to set up the room, clean the area, instruments after each group has finished. Children to wash hands before their session starts.
* Staff to take PPA, off site where possible to enhance working from home.
* Marking books – Where possible, children should leave their books open on the page that has been worked on. Teachers will wash their hands before marking the books.

Parent Meetings* Parent evenings to take place virtually using Teams, not face to face
* Parents to only meet staff with a prior appointment. Parent to produce a negative LFT prior to meeting and to wear a face covering when on site. Parents encouraged to communicate electronically using Class Dojo if messages are not urgent.
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| **Hygiene practices –** |  |  | * Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments- hand sanitiser to be allocated to each teacher for each classroom.
* Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal At lunchtimes cleaning of door handles and frequently touched items, banisters, touch plates, flushes, taps etc.
* Ensure that all adults and children:
	+ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
	+ clean their hands on arrival at the setting, before and after eating, when coming in from play/lunch time, and after sneezing or coughing
	+ are encouraged not to touch their mouth, eyes and nose
	+ use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)
* Ensure that bins for tissues are emptied throughout the day
* Where possible, all spaces should be well ventilated using natural ventilation (opening windows)
* Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
* Hand sanitiser at reception front desk for visitors and as people move from one block of the school to the other, including the trim trail.
* Spray/wipes at photo copiers
* All classrooms to have own supply of tissues to encourage guidance of ‘catch it, kill it bin it.’
* Staff working with the children will demonstrate, explain and check that expectations are followed for hand washing.
* If the disabled toilet in KS1 is used by a child, ensure this is thoroughly cleaned before further use.
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| **Cleaning** –  | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Each year group to have their own first aid kit in a clearly marked, lidded container.
* Consider additional needs and requirements for cleaning following a suspected or confirmed COVID-19 case
* Clean and disinfect equipment, toys, and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.
* Wear disposable or washing-up gloves and aprons for cleaning
* Waste bins to be emptied at least daily- mid-day as well.
* Waste bins for tissues may need emptying more frequently
* Ensure all waste is bagged and sealed
* Hands washed after any contact with bins or rubbish
* Tables in classes to be wiped and cleaned at the start of the day by the cleaning team, mid morning by teaching team, lunchtimes by MTAs and at the end of the day by the teaching team.
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| **First Aid, Intimate Care -** | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use
* Ensure adequate first aid trained staff on site including paediatric First Aid for under 5s
* Ensure sufficient and appropriate equipment available
* If a member of the class becomes unwell with COVID-19 symptoms- child asked to move to a room on their own, or preferably outside, with immediate effect, parent called, staff member with child to put on full PPE. If this happened in a class, remainder of the class to removed the class, so enhanced clean be put in place immediately.
* If child has suspected COVID, once they have left, child to be have a PCR test before they return. The rest of their year group, the staff team, Trust board, LGB and the LA to be notified by email encouraging extra vigilance.
* Child with symptoms not to return until the results of the PCR test are returned. If clear they can return to school, if not remain at home for the isolation period (see below)
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| **Training, Information, Instruction, Supervision** -  | StaffPupilsVisitorsContractorsPersons away from school site | Spread C-19 passing on or receiving self and to others | * Discuss with cleaning contractor or Site Staff if additional equipment or time required for additional tasking
* Ensure all dietary or allergy information shared with relevant responsible staff
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| **Catering** | Catering team, staff, pupils | Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/cross contamination.Food that is able to be prepared on premises is compliant with COVID-19 H and S guidance.Catering staff are operating in a safe environment | * Guidance from the Government is followed
* Ensure H and S policies are followed.
* Have the relevant weekly checks been carried out on catering equipment to ensure it is safe operation.
* Ensure all clothing is placed in a locker or container.
* Wear face coverings whilst serving food
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| Hazard / Risk | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** |  **Normal Control Measures**  |
| **In Place** | **Adequate** |
| **Rapid Testing for Staff** | Staff | COVID-19 spreading in the school community | Overview* At EPS, testing of staff will take place at least twice a week (Monday and Thursday evening.) Staff will take these tests at home.
* Staff results to be recorded on an internal register and recorded by the registration assistants. This will support identifying staff with positive results for contact tracing and managing stock and distribution.
* Positive/void tests to be reported to the Covid Coordinator at the earliest opportunity.
* Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.

Communicating with staff* Information booklet given to staff including: - what rapid testing is, how to take the test, video links, requirement and procedure for reporting test results, who to contact if they have an incident while testing at home.
* Covid Coordinator: Keith Smithers (Acting Headteacher)
* Covid Registration Assistants: Lisa Birnie (Assistant Headteacher) and Helen Sherriff (Business Manager)
* Staff will need to sign for their test kits, the lot number will be recorded against name. Staff will collect their batch of tests and instructions from the school hall.

Tests to be stored correctly and collection managed safely* Tests to be kept securely in admin office to prevent unauthorized access.
* Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.
* The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.
* Enough space for social distancing will be ensured when giving out tests in the school hall.
* Staff to follow the already established one-way system.
* Those collecting their kit should: - wear appropriate face covering at all times - hand sanitise before collecting and signing - maintain 2m from staff coming to collect their test

Staff not reporting results* Void, double void and positive results are communicated to the school once the test is completed.
* A negative test is assumed by 7pm on Monday and Thursday evening if there has been no further communication.
* Staff must report their result online to the NHS Track and Trace as per the instructions as soon as the test is completed either online or by telephone.
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| **Period of Isolation Following a Positive Covid-19 PCR Test** | Staff, children, community | COVID-19 spreading in the school community | * Individuals may take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, the member of staff/child does not have a high temperature, they may end their self-isolation after the second negative test result and return school from day 7.
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| **Additional Control Measures***(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom***(list the name of the person/people who have been designated to conduct actions)* | **Action by When***(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed***(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
| **DATE OF REVIEW:** 5th January | **COMMENTS:** Amended by KS to include updated Government/DfE guidance upon self-isolation period being reduced from 10 days to 7 days. Additional information added relating to increased ventilation in the school hall. |