

RISK ASSESSMENT FORM
Part A

DEPARTMENT/ SERVICE	Laycock Primary School – v33. With effect from 1-9-21. Safe Working & Protective Measures		
Assessor/ Person(s) assisting with the assessment	Mrs J Nove	DATE	25-8-21
TASK / ACTIVITY (Include duration and frequency of task activity)	<p>This risk assessment is in preparation for all pupils to return to school on 7th September 2021, putting in place appropriate control measures & taking into account current DfE & PHE advice. This risk assessment is carried out with the overall aim of making school the safest place it can possibly be, whilst recognising that risks can only be managed & not eliminated.</p> <p>The following steps have been considered for each risk, in order:</p> <ol style="list-style-type: none"> 1. Elimination: stop an activity that is not considered essential if there are risks attached. 2. Substitution: replace the activity with another that reduces the risk, taking care not to introduce new hazards due to the substitutions. 3. Engineering controls: design measures that help control or mitigate risk. 4. Administrative controls: identify & implement procedures to improve safety eg signage, markings on floor etc. 5. PPE: used in circumstances where guidance says it is required. <p>The aim is to minimise risk at all times. Risk cannot ever be eradicated, but everyone has a duty to play his or her part in minimising risk to everyone.</p>		

Likelihood of Occurrence	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)

Persons / groups at risk			
A	Employees	E	General Public / Pupils
B	New Employees	F	Visitors
C	Contractors / Sub-Contractors	G	Volunteers
D	Young person / Work experience	H	Clients / Service users

Likelihood of occurrence X Severity of outcome = Risk Rating

Example:

Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)

Part B

PHE reinforce that the new variant of coronavirus is more transmissible than previous variants. Transmission must be controlled by a detailed system of prevention controls alongside swift and appropriate response to any infection.

PREVENTION: We must all minimise contact with individuals who are required to self-isolate. Pupils, staff & any other adult (including parents /carers) must not come into school if they:

- o Have one or more symptoms of covid;
- o Have had a positive PCR test result;
- o They are required to quarantine due to foreign travel – see separate guidance;

If you tested positive, you must self-isolate straight away to avoid spreading the infection to other people.

- o The self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.
- o If you were already self-isolating and had a test because you've been in close contact with someone who tested positive, your self-isolation period restarts if you test positive.
- o If you were in close contact with someone and were recommended to have a PCR test **but do not have symptoms (ie you are asymptomatic)** , you do not have to isolate while awaiting the outcome of the test results.

If anyone develops:

- o A new and continuous cough OR
- o A high temperature OR
- o Loss of / change in normal sense of taste or smell,

they **MUST** go home immediately and start isolation, obtaining a PCR test within 2 days - follow steps above.

- o If a negative PCR test is obtained within 2 days of a positive LF test, the PCR test result over-rides the LF test as long as you are not showing any covid symptoms. In this instance, the child or adult may return to school / work.
- o The headteacher reserves the right to refuse a child into school who is displaying covid symptoms, even if they have had a negative PCR test result, as symptoms over-ride test results in this instance (DfE guidance: *“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, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.”)

- o Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - o they are fully vaccinated
 - o they are below the age of 18 years and 6 months
 - o they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - o they are not able to get vaccinated for medical reasons

Instead, they 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](#).

However, if you tested positive, you must self-isolate straight away to avoid spreading the infection to other people.

- o Remote learning provision will be put in place for any child who is self-isolating, with the loan of a school Chromebook for any child who does not have access to a device on which to access &/or complete their daily set work. The expectation is that all work set will be completed daily and submitted to the class teacher via Class Dojo portfolio.

What are the hazards and	Affected persons	What are the existing control measures	Risk rating	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk
--------------------------	------------------	--	-------------	---	---------------

What could happen	groups		(refer to chart)		rating (refer to chart)
Infection control - contamination brought into school.	Pupils and staff	<ul style="list-style-type: none"> ● Risk assessment shared with all parties, including parents and staff. ● Links to latest guidance shared with parents & staff for ease of reference, and to ensure responsibility for own actions. ● Parents & staff must inform school by telephone immediately if their child or anyone in their household has shown any signs of a cough, high temperature, loss of (or complaining of strange) taste or smell or breathing difficulties in last 24 hours. ● Parents MUST NOT bring a child with symptoms of coronavirus up to school, under any circumstances, or if the child has had a positive test or is required to quarantine eg following Public Health advice / NHS track & trace. ● Parents & staff should avoid car sharing with anyone outside their own household, and wear a face mask if they have to car share. ● For school-related business where two members of staff are required to travel in a car with a child, face masks will be worn by the staff members. ● All staff to test prior to the commencement of the new term and twice weekly thereafter (at least during September – awaiting updated guidance from DfE) with LF tests to ensure early identification of those who may be infectious. 	2x3=6	<p>All parties need to commit to their part in the process of maintaining controls to ensure the continuity of education for our children.</p> <ul style="list-style-type: none"> o The wearing of face masks by staff in classrooms, corridors and communal areas, as well as outdoors when meeting parents is at staff’s own discretion; DfE recommendation is to wear face coverings ‘in enclosed & crowded spaces where you may come into contact with people you don’t normally meet.’ <p>Ensure everyone is advised and reminded to clean their hands thoroughly and more often than usual. – posters in all the toilet areas and classrooms.</p> <p><u>Gov guidance</u></p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> ● they are fully vaccinated ● they are below the age of 18 years and 6 months ● they have taken part in or are currently part of an approved COVID-19 vaccine trial ● they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>.</p> <p>However,</p> <p>If you tested positive, you must self-isolate straight away to avoid spreading the infection to other people.</p>	1x3 = 3

		<p>What to do if your child has symptoms</p> <p>If your child has any of the main symptoms of coronavirus:</p> <ol style="list-style-type: none"> 1. Get a PCR test to check if they have coronavirus as soon as possible. 2. Stay at home and do not have visitors until you get the test result – only leave your home to have a test. 		<p>The self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.</p> <p>If you were already self-isolating and had a test because you've been in close contact with someone who tested positive, your self-isolation period restarts if you test positive.</p> <ul style="list-style-type: none"> ● If school becomes aware that someone has tested positive, the Headteacher will contact DfE dedicated advice service for nurseries, schools & colleges: 0800 046 8687, and selecting option 1. DfE inform PHE. <p>The online reporting form via BSO will be completed by the Headteacher to report the confirmed positive case.</p> <p>See the quick reference points at the head of this Risk Assessment for appropriate actions.</p>	
<p>Infection control - contamination brought into school.</p>	<p>Pupils & staff; parents; wider community</p>	<ul style="list-style-type: none"> ● Parents discouraged from using public transport. ● Those who have to use public transport are reminded of the regulations: <ul style="list-style-type: none"> ● The requirement to wear face coverings in law has been lifted. However, the government expects and recommends that people wear face coverings in crowded areas such as public transport. ● Remind parents & children using public transport to: <ul style="list-style-type: none"> o Sit with their child when using public transport, so as to supervise them and keep them safe; o travel side by side or behind other people, rather than facing them, where seating arrangements allow; o touch as few surfaces as possible; 	<p>2x3=6</p>	<ul style="list-style-type: none"> ● Parents and children encouraged to walk to school or use own transport. ● Hand sanitiser used by all children & staff on entry to school. 	<p>1x1 = 1</p>

		<ul style="list-style-type: none"> o use hand sanitiser as soon as they get off the bus, <u>and</u> on entry to school (standard practise for all entering school.) 			
Infection control - contamination brought into school.		<ul style="list-style-type: none"> • Parents reminded by way of signage at school boundaries NOT to come onto site if they or their child has any symptoms of covid, but to get an immediate PCR test. • All adults and children to use hand sanitiser on entry to school. • Good hand hygiene and cleaning regimes to be maintained. 	2x3 =6	<p>Should the need arise, school will reintroduce some or all of the following measures to ensure the safety of children, staff, parents and any other users of the building:</p> <ul style="list-style-type: none"> o The requirement of staff and visitors to wear face masks in communal & busy areas, such as playgrounds at drop-off and collection times; o Reintroduction of social distancing requirements; o Reintroduction of playground closure in the morning and altered entry points for classes; o Restrictions on singing activities; o Restricted whole school assemblies; o Reintroduction of staggered playtimes & lunchtimes to reduce class contact; o Restriction or closure of after-school clubs. • None of the above decisions would be taken lightly and would need to take account of the detrimental impact they may have on the delivery of education or educational outcomes for children. 	1x3 =3
Infection control - contamination brought into school.		<ul style="list-style-type: none"> • Children re-trained on washing hands properly, through songs, games & repetition, including appropriate use of ONE paper towel to dry hands. Posters around school at all sinks to remind children how to wash hands properly. Activities on dojo messaging to support parents in delivering the same message. • Paper towels replenished daily by caretaker / cleaner in all classrooms and toilet areas to ensure no area runs out during the day. • Hand sanitiser to be used on entry to school & before lunch as a minimum, and any time soap & water is unavailable. Also before and after using shared resources in the classroom. Hand sanitiser in every classroom, office & teaching space. 	1x3 =3	Children to be reminded not to touch face with fingers.	1x3 =3

		<ul style="list-style-type: none"> Ensure good respiratory hygiene for everyone by promoting the 'Catch it, bin it, kill it' approach. Posters to be placed around school. 			
Infection control – minimising risk of contamination at lunch time	Pupils & staff	<ul style="list-style-type: none"> Kitchen staff manage the trays & cutlery from behind the counter. NO SELF SERVICE BY CHILDREN. Service area to be wiped down with sanitiser before service (especially following PE lessons on Thursday) & between classes (where children have been in contact with surface) Water jugs REMOVED from tables & managed by LTS staff ONLY. 	1x3 =3	<ul style="list-style-type: none"> Water fountains remain out of use for foreseeable future. No shared cups for drinking. Children MUST bring in their own water bottles. 	1x1=1
Infection control – minimising risk of contamination	Pupils & staff	<ul style="list-style-type: none"> Any resources shared between groups, eg sports, art, science equipment, should be cleaned frequently Small pot of hand sanitiser on each table Every class to have a 'cleaning tray' into which items that need cleaning are placed. Disinfectant wipes to be used on ipads & computer keyboards & mice after use if sharing or at the end of the day if using own. Children to continue use of hand sanitiser before and after using books. Posters & taught sessions to remind children how to wash hands correctly. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – flip top bins installed in all rooms for safe storage of all tissues during the day. Tissues replenished in all classrooms by caretaker / cleaner every evening, with spare box provided to ensure no class ever runs out. Bins emptied and sanitised daily by cleaning staff. 	1x3 =3	<ul style="list-style-type: none"> Photocopier, hand rails, telephones (buttons & handset) to all be sanitised at end of day by cleaning staff, in addition to usual routines. If school becomes aware that someone has tested positive, the Headteacher will contact DfE dedicated advice service for nurseries, schools & colleges: 0800 046 8687, and selecting option 1. DfE inform PHE. <i>The online reporting form via BSO will be completed by the Headteacher to report the confirmed positive case.</i> <p>Posters re hand washing in all toilet areas & classrooms.</p> <p>Posters re 'Catch it, bin it, kill it' in all rooms & corridors.</p>	1x3 =3

		<ul style="list-style-type: none"> • Every class to have supply of disinfectant wipes, disinfectant spray & cloth to facilitate regular cleaning, especially in event of child coughing / sneezing on a piece of equipment. All this equipment to be stored in a locked cupboard or on top of a cupboard; either way, out of reach of the children. 			
Infection control – minimising risk of contamination	Pupils & staff	<ul style="list-style-type: none"> • Increased use of outdoor spaces for learning to reduce risk of spread of virus. • When using spaces with no external windows & no other source of ventilation, door to be kept open to provide some ventilation – The Rainbow Room. • Group Room can be used for small group work, with door open or air conditioning set with outside air circulating (not air recirculated). 	1x3= 3	Some windows to be kept open during lesson delivery times to provide constant background ventilation, but maintaining a comfortable teaching environment. Internal classroom doors can be kept open to maintain air flow. Teachers to manage their own environment to maintain air flow and temperature. Air conditioning can be used but only with fresh outside air circulated. This affects air conditioning use in hall and Group Room.	1x3 = 3
Infection control – minimising risk of contamination due to first aid incident	Pupils & staff	<ul style="list-style-type: none"> • Normal procedures in place • If child is showing signs of Coronavirus, see procedures below & use PPE. 	1x3= 3	<ul style="list-style-type: none"> • Staff may choose to wear a face mask to minimise risk of infection. 	1x3 = 3
Infection control – potential case of coronavirus in school	Pupils & staff	<ul style="list-style-type: none"> • Vast majority of staff now double vaccinated. Where a member of staff is not fully vaccinated, the close-contact & self-isolation regime will be applied, with the staff member assuming full working responsibility from home so far as is possible, supported in school where necessary eg by HLTA staff in class where a teacher is isolating; by sharing HLTA staff where an HLTA / LSA is isolating etc. • If staff member suspected of having symptoms, they are sent home immediately. If appropriate, family member informed / medical assistance sought. Staff member must seek PCR test immediately and keep school informed of outcome. 	1x3 = 3	<ul style="list-style-type: none"> • If adult looking after child has had to deal with any bodily fluids, gloves to be changed before cleaning The Hub or the toilet. • The Hub is immediately disinfected with spray on surfaces, including internal & external door handles. Cleaning equipment is stored in the small cleaning cupboard next to the main office for ease of access. (Keys in main office or on HT's [JN's] key set) • 'Do not enter' sign (located on white board to side of door) is placed on the door for the protection of others. • Room is also deep cleaned at the end of the day. • Used PPE equipment is double-bagged up using bin liners (stored with cleaning equipment). Place a label with the day & date onto the bag & dispose of immediately into the main external rubbish bin identified as for PPE rubbish only & store here for 72 hrs, before 	1x3 = 3

		<ul style="list-style-type: none"> ● If pupil is suspected of having symptoms, pupil is moved away from others, into The Hub. ● Accompanying adult (JN or JMcG) must wear PPE – protective mask, apron & gloves. (This helps to protect when 2m distancing is not possible) ● Parents contacted for immediate collection. ● If child needs the toilet, they must be escorted to the Disabled Access toilet, after which the ‘No Entry’ sign must be placed on the door to indicate to other users that this room is not safe to use. Once the child has been collected, the adult who waited with the child (JN or JMcG) will disinfect the surfaces of the room so it can be reused, & it will be deep cleaned at the end of the day. ● Adult remains in The Hub with child, 2m apart if possible, until they are collected. Parents to ensure child has PCR test within 2 days of start of symptoms. They must isolate until results of test are received. ● Staff kept informed of any child or staff member sent home with coronavirus symptoms. 		<p>placing into main rubbish.</p> <p><u>Gov guidance</u></p> <ul style="list-style-type: none"> ● If school becomes aware that someone has tested positive, the Headteacher will contact DfE dedicated advice service for nurseries, schools & colleges: 0800 046 8687, and selecting option 1. DfE inform PHE. <p><i>The online reporting form via BSO will be completed by the Headteacher to report the confirmed positive case..</i></p> <p>Please see quick reference notes at top of risk assessment for full information on actions.</p>	
<p>Emotional distress – increased anxiety levels triggered by return to school</p>	<p>Pupils</p>	<p>Less stressful environment present in school due to:</p> <ul style="list-style-type: none"> ● Full curriculum delivery. ● Removal of need to: <ul style="list-style-type: none"> ○ Socially distance; ○ Wear face masks in communal areas (staff) ○ Remain in class bubbles ○ Have staggered play and lunch times ○ Have staggered start & finish times ● Reinstatement of school clubs. 	<p>1x3= 3</p>	<p>DSL staff x2 non-class based to facilitate swift response to safeguarding / wellbeing concerns.</p> <p>Usual methods to ask for support remain in place for all children & parents.</p>	<p>1x3 = 3</p>

		<ul style="list-style-type: none"> • Full running of Breakfast Club • Reinstatement of assemblies – whole school and key stage. • Reinstatement of cross-class groups & interventions, eg phonics, NELI 			
Emotional distress – increased anxiety levels triggered by return to school	Staff	<ul style="list-style-type: none"> • Staff surveyed re vaccination status to support risk assessment update and contingency planning. • Inclusion in risk assessment process – input into hazard identification and control measures. • Staff meeting/team meetings / questionnaires to discuss concerns and shared control measures, • Sharing of support helplines & resources. • Risk assessments reviewed regularly – see above • Planned time for planning and preparation within the week to reduce need to remain on-site & facilitate cleaning. 	1x3= 3		

Part C

Links to other risk assessments and or safe working instructions - please state	Safeguarding; Child Protection; Staff Code of Conduct; First Aid; Intimate Care; Health & Safety; Positive Behaviour; Lone Working; Remote Education – Covid Plans 10-20; Fire Evacuation Procedures; Invacuation & Evacuation Procedures.		
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Juliet Nove – Headteacher	In the instance that an immediate alteration needs to be made to this risk assessment, an updated copy will be emailed to staff and a notice placed on the staffroom board. All updates are version controlled.	Date
			Reviewed 1-7-21 V32 Reviewed 25-8-21 v33
Review - Before work starts, it is important to consider the content on this risk assessment to ensure it is still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign			
Reviewer Name & Date	J Nove 25-8-21	Notes	As of 7-9-21, the school will return to its normal daily routine of an 8.50am start to and

			<p>3.10pm finish of lessons for all year groups, with the playground open from 8.40am for all year groups. All classes will play out together from 10.15am until 10.30am and lunch times will return to 12.00 – 1.00pm for Reception & KS1 and 12.15 – 1.00pm for KS2 children. Whole school assemblies will resume. NELI interventions and phonics groups will resume. After school clubs will be reintroduced. Breakfast Club is open to all families. Children should continue to bring their own water bottles for the foreseeable future.</p>
--	--	--	--

Updated 19-8-21: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/>

Updated 19-8-21: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

Updated 19-8-21: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Updated 16-8-21: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Updated 17-8-21: Operational Guidance for Schools:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing>

Still awaiting update to 16-8-21 guidance: <https://bso.bradford.gov.uk/content/public-health-guidance-for-schools>

Updated 13-8-21:
<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-is-meant-by-a-contact>