



Warton Nethersole's CE Primary School

Phone: 01827 894182 Email: admin@warton.heartwoodmat.co.uk

Covid 19 Risk Assessment – September 2021

Last Updated: 10.01.22

Shared with Staff: Jan 22

Shared with Govs: Jan 22

Section 1 Spread of Covid through staff or pupils in school	Section 2 Spread of germs through poor cleanliness of school	Section 3 Spread of germs through poor self-hygiene	Section 4 Spread of germs through poor social distancing
Section 5 Spread of germs through shared resources or equipment	Section 6 Spread of germs through external visitors and contractors	Section 7 Impact on Mental Health and Wellbeing	Section 8 Impact on education, development and community

Spread of Covid through staff or pupils in school	Collection and Drop Off Routine	Staff, Parents and Pupils	Masks are encouraged for all parents and carers during pick up and drop off. Parents are regularly reminded via newsletter or emails that children should not come to school with any symptoms. Office completes the main SIMS and lunch register as normal. Office team to submit daily DfE attendance return by 2pm each day. Staff should remain at least 1m distanced from parents at drop off and where possible remain outside the classroom door for maximum ventilation. Staff and pupils should wash their hands as they enter site.	Low
	First aid, illness and medication	Staff and Pupils	Staff must wear PPE for first aid or administering of medicines. PPE disposed of in a separate bag. Donning and doffing guidance has been shared with and emailed to staff. First aider on site at all times. Questions will be asked on arrival to identify issues, any children with symptoms or less prevalent symptoms will be recorded including steps taken e.g. temperature. PPE is available in every classroom in a PE bag labelled PPE and can be used by staff at any time. Staff in each classroom are responsible for re-filling the bag – please see the office for supplies. As far as possible minimise the amount of medication to be administered by staff. Ice packs will be stored in the freezer and wiped down with anti-bac after use. Disposable gloves with ice in can be used if a full ice pack is not required. Ice packs will have a paper towel between them to minimise the spread of germs through contact.	Low
	Pupil with Covid Symptoms	Staff and Pupils	If a pupil displays any symptoms then the child is isolated in the changing room and the Head Teacher informed. If the isolated person needs to use the bathroom then a designated bathroom must be used (disabled toilet) and bathroom to be cleaned before further use. Wipe down surfaces with disinfectant wipes between incidents and ensure that the room is not used until thoroughly aired with all doors and windows opened. Member of SLT on site at all times to support decisions. The staff member supervising can do so from the doorway but if the child needs reassurance or first aid then the staff member must have access to PPE (Mask, Apron, Gloves and goggles/visor if there is a	Medium

			splash risk e.g. vomiting). PPE and information for donning and doffing will be kept in the changing room. Hand washing and cleaning the area is vital once the child has left. If there is a suspected case of COVID then the individual is sent home and asked to take a test. Staff and parents to be informed of testing opportunities and need to self-isolate and are encouraged to do so where symptoms are seen. Follow BDMAT / PHB flowchart to ensure necessary steps are taken for close contacts. Covid symptoms at home or school are tracked on internal spreadsheet so that isolation dates can be followed and enforced. Parents unwilling to test their child must self-isolate for 10 days (or 7 days based on two negative tests, 24 hours apart). Call PHB if advice is needed in this case. If a child goes home with symptoms then we automatically send their sibling home too.	
	Staff illness / Symptoms on site	Staff	All staff are encouraged to take a lateral flow test at least every 3 days and report their results and take tests daily if a close contact. All staff are asked to take a lateral flow test before school reopening after Christmas. Staff reminded not to come to work with any symptoms or a positive lateral flow result and to get tested as soon as possible. Supply staff will only be used at this stage as a final option to minimise additional adults on site. Initially, teaching assistants and HLTAs within the group will be asked to cover. Staff have a responsibility to communicate directly with Head Teacher in the event of a suspected or confirmed case themselves or within their household. If staff develop symptoms on site then they should remove themselves to the changing room if they are not well enough to immediately make their own way home. If the staff member needs to be collected they should stay in the external area and isolate. If they need urgent medical attention full PPE must be worn and the staff member with symptoms will also be asked to wear a mask.	Low
	Close Contacts and staff in school		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: 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. Where staff are identified as close contacts then they will be encouraged to get a PCR tests and take lateral flow tests daily when in school.	
	Staff at increased risk	Staff	All staff are encouraged to share any factors which put them at increased risk with the head teacher so that a personal risk assessment can be implemented. Staff may ask for a personalised risk assessment at any time and should speak with the Head Teacher if they are added to the CEV list, are pregnant or have any new health conditions since the EQIAA form was completed. In line with national guidance CEV staff and staff who are pregnant will have a personalised risk assessment in place. Teachers will be able to take their PPA time from home.	Medium

	Contact Tracing	Staff, pupils and visitors	Staff should support the NHS track and trace scheme in order to help stop the spread. School no longer contact traces and staff or pupils who have been contact traced do not need to isolate as long as they are under 18 or have been double vaccinated. Staff who have been double vaccinated and are a close contact will be encouraged to take a PCR test and asked to take a lateral flow every day. They will isolate if they have symptoms until a negative PCR test result is confirmed.	Medium
	Parents Evening	Staff and Parents	Parents evening will take place as a Zoom meeting from the class teacher for the Spring Term unless cases significantly decrease. This will be risk assessed closer to the time.	Low
Spread of germs through poor cleanliness of school	Cleaning	Staff	Our cleaners will undertake a thorough clean of the whole school on before the reopening of the school. The cleaning team will clean in the morning and after school each day. Our lunch staff will then clean touch points for their allocated areas each day and for pupil's tables after lunch. Staff will then be responsible for any additional cleaning of personal spaces and for wiping shared resources before and after use e.g. photocopier. There will be wipes and hand gel available near the copier. A deep clean will take place for all classes / rooms where someone has tested positive. There is a BDMAT policy for the deep clean which has been shared with cleaning staff to be followed.	Medium
	Cleaning Products	Staff and Pupils	Ensure that cleaning products such as disinfectant and wipes are available at all times for staff to use if they need to between cleans e.g. handles Ensure cleaning products are kept away from children as far as possible e.g. high shelves, teacher's cupboards, staff room. Safety data sheet will also help with potential reactions to the product. Cleaning staff will clean in the morning and after school each day. Our lunch staff will then clean touch points and have each been allocated an area.	Low

	Hand Gel	Pupils	<p>Hand gel will be available in all rooms and is for use by staff and pupils. All hand gel electronic stations have been tested for full working order and batteries have been replaced. Hand gel is available upon arrival at school and pupils are asked to clean their hands as they arrive. Hand gel is not as effective as hand washing and this will be reiterated with pupils and only used when hand washing cannot take place with effective social distancing. All hand gel is stored in the cleaner's cupboard to ensure that there is no possibility of spontaneous combustion and the room is lockable to ensure it cannot be accessed by pupils.</p> <p>The following are in place:</p> <ul style="list-style-type: none"> -Staff supervise the administration and use of hand gel including pupils thoroughly rubbing it into hands until it has dried -Staff should not dispense hand gel onto broken skin. Pupils with broken skin should be asked to wash their hands with soap and water -Staff should only give pupils hand gel purchased by the school to ensure that appropriate information including COSHH is readily available. -COSHH and SDS data sheets must be available should a child ingest the product or get it in their eyes. -Hand gel is kept on a high shelf out of reach while the classroom is not in use and monitored by a staff member -Hand gel is stored away from heat and flames (classroom cupboards when room not in use) -Keep in original container. -Spillages are cleared up immediately 	Low
	Ventilation	Staff	<p>All rooms should have windows open and should keep doors open to prevent unnecessary touching of handles. People should bring jumpers and layers to keep warm. As classroom doors are also fire doors, these can remain shut if windows are open. Ventilation is vital in every room including offices, staff room and hall when PE lessons are taking place. Carbon dioxide monitors are in most rooms and should be used to help understand how well ventilated the space is. Staff should open more windows/ doors or take the class outside for a fresh air break if the monitor turns red.</p>	Low
	Pupil Toilets	Staff	<p>Lunch staff will wipe touch points including taps, handles and flushes daily as part of additional cleaning routines.</p> <p>Disinfectant wipes available.</p> <p>Ensure soap available in toilets each day.</p> <p>Nursery- Within separate building</p>	Low
	Staff toilets	Staff	<p>Cleaners and lunch staff wipe touch points including taps, handles and flushes three times daily as part of additional cleaning routines. Staff should wipe down spaces before and after use- wipes are available.</p> <p>No items to be left in toilets e.g. bags and coats.</p>	Low

			Staff to ensure thorough handwashing.	
	Entry buttons photocopier and entry points	Staff	Gates etc still have to be in use to ensure safeguarding. Front gate and internal door by reception to be kept engaged. Hand sanitiser kept within entrance area for immediate use. Hand sanitiser in all classrooms and by the photocopier. Disinfectant spray available for cleaning at mid-day in addition to end of day clean.	Low
Spread of germs through poor self-hygiene	Handwashing	Staff and Pupils	Handwashing must be done regularly and with water and soap. This includes when pupils enter the school, before they eat, after they eat, when they have visited the toilet or when they cough/sneeze as well as any other transitions such as PE lessons or collective worship. Soap dispensers are installed in every classroom for handwashing. Paper towels in class and in all toilets along with lidded bins. Hand sanitiser to be placed at all entrances to the school and parents asked to inform us if their child cannot use alcohol based hand sanitiser. Ensure that this is happening throughout the day while adhering to all safeguarding protocol.	Medium
	Eating lunch and snack	Staff and Pupils	Compulsory wash hands before eating and after eating. Children return to eating in the hall unless the contingency plan is implemented. There is no on site Tuck option at the moment to prevent additional risk although fruit can be purchased and is taken into the classroom by the TA. Tuck that has been brought in from home cannot be shared and must be eaten in classrooms after washing hands.	Low
	Clothes washing	Staff and Pupils	All pupils in school uniform or PE kit. Parents to be communicated about days for PE. No changing during the day. Pupils will attend school in their full PE kit on the days that they are due to do PE.	Low
	Water fountains	Pupils	The water cooler is only for staff use and should be wiped after use. Water bottles kept at desks or in tray by sink and fill up in classroom. All children to bring their own water bottles. Take bottles home daily.	Low
Spread of germs through poor social distancing	Lining up	Staff and Pupils	Break times are lunchtimes are in key stages to begin with. Pupils should line up at the end of break time and lunch time and come into school in an orderly manner to wash their hands and maintain social distancing.	Low
	Cars, gathering and transport	Staff and Parents	No gathering or waiting on the playground or at the gates. All families have been asked to walk or cycle to school if at all possible.	Low
	Lunchtimes eating and playing	Staff and Pupils	Lunchtimes return to the full hour to give children enough time to eat and get the exercise they need. Children will eat in the hall with windows open and as much space as viable. Compulsory to wash hands before eating and after eating. Children all leave for playtime after lunch together with lunch staff. Lunch staff wipe down desks after eating.	Medium

Teaching – grouping, PPE, size,	Staff and Pupils	Classes can be taught in tables facing each other and shared resources including soft furnishes may be reinstated although these should not be shared across classes. Contingency plan tiers may change this if required. Staff have access to PPE if it is required for close contact (See First Aid).	Medium
Staff meetings/SLT	Staff	Staff meetings will be in person with at least 1m distancing and windows open.	Low
Front desk / office and visitors/parents	Staff and Parents	Parents dropping pupils off late / collecting early will come to the office where staff are protected through glass window. Parents do not come through internal doorway- pupils only. Parents reminded not to come to office but to call / email. No visitors into school unless it is a pre-arranged meeting or an emergency and visitors should wear a facemask. Front desk must be left completely clear daily to ensure cleaning can take place. Visitor agreement to be sent to all visitors. Office should keep windows open for ventilation.	Medium
Staff room	Staff	Staff room may be used but staff should try to keep 2m distancing in place at all times. Use of cleaning products and hand gel available at all times and staff should wipe down kettle etc after use.	Medium
Events – camp, trip etc	Staff and Pupils	No school trips planned or booked at the moment without prior consent from RS or SF. Assemblies in the hall with key stages to begin with before extending to whole school. Risk assessments will take place for individual trips as they begin to be booked. Use contingency plan tiers to make decisions re: collective worship.	Low
Commitments – e.g. swimming, music lessons	Staff and Pupils	Swimming, will not restart until November 2021. Singing can take place in forward facing rows when in assembly and can take place in the classroom. Teachers may wear a visor / mask and should be conscious of distancing and position in classroom (i.e. not facing children but to the side or at the back)	Low
Emergency procedures	Staff and Pupils	Fire drill will still go ahead as usual. Encourage gaps with lining up and ask children to spread out in lockdown unless a threat is seen/known. One fire drill will be carried out in Term 2 if all pupils return and no more drills will happen unless changes to procedure require it. If we do a drill, everyone to know in advance to maximise spacing as there will be no real threat. Registers are taken out by class teachers. Line up with spacing between bubbles on front playground. If an actual fire alarm goes off then all pupils will exit the building as normal in a single file line to the front playground- including nursery. Staff will ensure that lines are 1m apart on the playground and children will stand on the field / grassed area if required to allow this to happen. Nursery will start by the gate on the side of the nursery drive with year 6 on the grass next to the train.	Medium
Assemblies	Staff and Pupils	Assemblies will take in the hall with key stages unless changed due to contingency plan. As much space between classes as possible, staff to the side near their own class and windows open.	Low

	Behaviour	Staff and Pupils	<p>Extreme behaviours sent to SLT and children not sent to other classes, if children need time out then they should sit outside of the classroom door at a desk with regular supervision. Pupils demonstrating distressed behaviours will be supported to de-escalate and it is appreciated that for a small minority this may require close contact. Any deliberate coughing and spitting towards other people will be dealt with severely which may include asking for the child to be removed.</p>	Low
	Nursery	Staff and pupils	<p>We expect nursery staff to follow the full risk assessment but pay specific attention to</p> <ul style="list-style-type: none"> -windows are always open within the space -surfaces are cleaned after each session and before and after lunch, -nursery staff clean touch points at least 3 times throughout the day -where intimate care is required or very close contact then nursery staff are advised to wear their masks and visors as well as gloves. -as with all of the school nursery staff should still encourage good hygiene including hand washing and respiratory hygiene although this may need to be supported and taught. -children should wash their hands upon arrival to the setting- although this may need to be supported. -Nursery staff should raise any particular concerns as they arise so that the SLT can best support. -Children bring in limited belongings including a named lunch box and water bottle -parents and carers are not allowed to enter the setting unless there is an emergency situation. -for new pupils they may visit the setting with the head teacher or eyfs lead but only out of hours. Parents are then only to enter the setting during transition if the child has additional needs that require additional support. If this is the case an additional risk assessment must be carried out. -Where there is a suspected case within the nursery bubble or a child begins to have symptoms then they should be isolated in the staff room with a member of staff. The door to the main hall should be fully closed but the fire door open to allow for maximum ventilation. Ideally (unless pupil required physical care) the staff member should be stood outside at the door where they can still fully monitor and support the child but have good distance and fresh air. The staff member MUST wear full PPE. The child should be given a plastic chair to sit on (i.e. not staff chairs) and a set of activities that are easily washable or disposable e.g. paper and pen / hardback book. Once the child has gone home then the staff room should not be used for the rest of the day (use main school building) until a deep clean has taken place. 	Medium
Spread of germs through shared	Shared staffing through Bubble system	Staff and pupils	<p>Staff can work across classes but remain vigilant about handwashing, distancing and ventilation.</p> <p>Family Support Worker will continue with her role and will do her best to ensure that she is in a ventilated space – hall / outdoors.</p>	Medium

resources or equipment	Cloakrooms	Staff and Pupils	Cloakrooms are used minimally as pupils are attending in their PE kits and only hang their coats. Cloakrooms are split across the school so there is minimal contact between bubbles .	Low
	Shared resources	Staff and Pupils	Shared resources are able to be used within the classroom but should be limited as far as possible across classes.	Medium
	External shared areas – field, forest and playground	Staff and Pupils	Maximise use of outdoor space. Hand washing is compulsory every time they re-enter the building.	Medium
	PE Lessons	Staff and children	PE Lessons should take place outside if possible. Where this is not possible they may take place in the school hall. Top windows must be open and doors open for ventilation. Resources should be cleaned before and after use and where possible should not be shared between pupils. Children should wash their hands after their PE Lesson.	Low
Spread of germs through external visitors and contractors	Catering	Staff, Parents and Pupils	Lunches return to being eaten in the hall with a full menu available. Children encouraged to wash their hands before eating and surfaces cleaned between use.	Low
	Students teachers	Staff	Students are able to work in school but should be encouraged to take LFTs and follow the risk assessment, which will be shared with them.	Medium
	Clubs and lettings	Staff and pupils	Wrap around will restart on the first day of term with all windows open and pupils washing their hands upon arrival. Children will be in bubbles according to classes to begin with while cases are monitored and risks continue to be assessed.	Low
	Contractors	Staff	Contractors should be as required only and should be on site as little as possible and after school where appropriate. Visitor guidelines in place for contractors including who to report to if they show symptoms. Contractors given PHE advice upon entry and told to report to the setting if they contract COVID-19. Contractors do not work in the same space as children.	Medium
	Volunteers and Governors	Staff	Governors will initially be virtual meetings. Assembly team will return to school with distancing at the front of the hall- unless otherwise stated in the contingency plan.	Low

Impact on Mental Health and Wellbeing	Staff Mental Health and Wellbeing	Staff	<p>Staff mental health must be a key focus. Staff in school are consulted when changes are required to ensure that support is appropriate and changes carefully managed. Where consistency has been possible it has been encouraged to support routines and structure. Staff feedback is taken on board and staff are encouraged to attend the BDMAT staff forum. We have an open culture for honest discussion.</p> <p>Staff will have an EQIAA form completed to support with medical conditions as well as other factors that may make them more vulnerable.</p> <p>Staff concerned about their personal mental health and wellbeing are encouraged to speak with the Head Teacher to ensure a personalised approach.</p>	Medium
	Pupil Mental Health and Wellbeing	Pupils	<p>Some of the changes made in school could have an impact on children's mental health and wellbeing. In order to support pupils through the changes we have:</p> <ul style="list-style-type: none"> -informed parents on changes in advance via letter and website and asked them to discuss the changes with children -ensured structure, routine and consistency as much as is possible -ensured changes are clearly discussed with pupils by teaching staff and given time for questions and answers -provided personalised provision as appropriate at home and school especially for pupils who might usually receive a therapeutic intervention. This may be a differentiated work pack, resources sent home, additional items in the classroom... -Our family support worker will continue to work with pupils with as much social distancing as possible. She will not work with groups from different bubbles at the same time. 	Medium
Impact on education, development and community	Blended Learning Policy	Staff, Parents and Pupils	Blended Learning Policy is updated and shared with staff. Staff have input into structure for home learning template for both individuals isolating and whole class closure due to Covid. The template will be different for EYFS/KS1/KS2 but will allow consistency and provide structure for teachers to support with their workload.	Low
	Community and Relationships		<p>Ensure that community and relationships are ongoing throughout bubble closure including through teacher communication (As long as the teacher is not sick) through Tapestry and through phone calls home when it is individual pupils. Ensure that pupils who made need safeguarding are given additional calls and support.</p> <p>Consider zoom calls or similar for pupils to join from home to encourage interaction.</p>	Low