

Risk Assessment - High Cross Primary School



About the Risk Assessment			
Activity or Workplace Assessed:	January 2022 School operations during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing	Location/ Department:	High Cross Primary School
Persons Consulted/ Involved in Risk Assessment	School Recovery Planning Premises Sub Group School Recovery Planning Staffing and HR Group, Heads consultation group	Risk Assessment Reference Number:	
Date of Assessment:	4.1.22	Next Review Date:	Ongoing upon changes to WG and LA guidance for schools

Hazard and potential injury	Persons Affected	Existing Control Measures	Risk rating			Further action required	Risk rating			Action by:	Due date:	Completion date:
			L	S	RR		L	S	RR			
Contracting Coronavirus – Contact Groups, classroom set up, resources and activities	All pupils and staff on site	Staff all aware of social distancing rules	4	4	16	Although contact groups will not play a role in schools from September 2021, mixing of classes will continue to be kept to an absolute minimum. Movement around the school will be kept to a minimum. Staggered break times and lunch times will continue to remain in place. Foundation Phase pupils will start to use the canteen for lunch on a staggered approach and Key Stage 2 will continue to eat lunch within their classrooms. Records to be kept of anyone not normally in a contact group who comes into it e.g. specialist	2	4	8	All Staff	Ongoing	Click here to enter text.

interventions, to support Test Trace Protect (TTP) should it be needed.

No more than 4 members of staff in the staffroom at any one time. Teachers and Teaching Assistants will have staggered lunch times. Foundation Phase staff have their own staffroom and Key Stage 2 have a separate staffroom. When in the staffroom, all staff need to ensure they maintain 2 metre distance from each other.

Staff to maintain, so far as possible, 2m distance from pupils. It is acknowledged that this will not always be possible, particularly with younger children.

Staff to ensure that specific interactions which break social distancing with children occur as briefly and infrequently as possible.

Activities to be planned so as to discourage close or regular contact between individuals, staff and pupils, or the sharing of resources.

Any shared resources to be cleaned between users including: computer keyboards/mouse devices/PE equipment.

Children to be discouraged from engaging in games or interactions that require prolonged physical proximity or contact.

Windows and doors (if safe) to be opened for ventilation

Co2 monitors installed in every classroom and staff informed of procedure to follow in response to these

Learning outdoors will be maximised by all classes.

Contracting Coronavirus – hygiene, handwashing PRIMARY	All staff and pupils	Schools have comprehensive cleaning regime	Children to be given age appropriate information regarding the need for social distancing and the new school rules.	Signage will be displayed to reinforce messages of strict handwashing regimes.	All Staff	Ongoing	Click here to enter text.
			Children will clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular hand washing will become part of everyday school routines. All hand washing to be done in line with public health and NHS guidance	The ‘catch it, bin it, kill it, wash your hands’ approach will be a routine that is continued. Tissues and bins available in the school will be readily available.			
			Staff to be vigilant to children touching their face and take children who do, to wash their hands more frequently	Hand sanitiser and antibacterial wipes will be available in every classroom. This will also be available in communal areas such as entrance halls. Reliance on hand sanitiser is to be avoided and good handwashing procedures will be encouraged.			
Contracting Coronavirus – hygiene, toilets	All staff and pupils	Schools have comprehensive cleaning regime	Toilets will be cleaned in line with the school’s normal cleaning procedures.	Separate toilets are provided for different contact groups. Clear signage is visible on cubicle doors so that children know which toilet to access.			
Contracting Coronavirus – body fluid spills	All staff and pupils	Schools have comprehensive cleaning regime	Spillage packs are available on site to immediately deal with any bodily fluid spills. Bodily fluid spills must not be left for cleaners later.				

Contracting Coronavirus – hygiene, cleaning	All staff and pupils	Schools have comprehensive cleaning regime	Appropriate levels of cleaning in line with other communicable diseases are maintained. There is no longer a need for schools to set aside specific days for deep cleaning.			
Contracting Coronavirus - illness	All Staff and Pupils	All staff aware of government guidance on self-isolation	All staff will be vigilant to their own health and to follow latest government guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case. National guidance around staying at home if you are displaying symptoms to be reiterated to pupils (where age appropriate) and parents/carers. All staff to be vigilant to the health of their pupils and ensure they are following latest national guidance if a pupil appears to be unwell. Staff will be encouraged to continue undertaking three LFD tests throughout the week. An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance. The First Aid room is the designated isolation room. In the event of a confirmed case of Covid-19, instructions from TTP team to be followed with regards to close contacts and ‘Warn and Inform’ letters being distributed. NCC Education and Health and Safety Teams to be informed.	All Staff and Parents	Ongoing	Click here to enter text.
Contracting Coronavirus – PPE Mainstream	All staff and pupils	Staff all aware of social distancing rules	Gloves and aprons will continue to be used if providing personal care to a child. This includes: personal, hands-on care such as washing, toileting, or first aid and certain clinical			

		In line with government guidance no additional PPE is necessary for routine activities	procedures such as assisted feeding. Gloves, aprons and a fluid-resistant surgical mask will be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. Keep under review whether support for any individual child (e.g. following vulnerable and statemented children risk assessment completion) requires further consideration of PPE risk control measures and individual assessment – contact health and safety for support.
Contracting Coronavirus – PPE SEN	All staff and pupils	Staff all aware of social distancing rules	
Contracting Coronavirus – Social Distancing during activities outside of the classroom	All pupils and staff on site	In line with government guidance no additional PPE is necessary for routine activities Staff all aware of social distancing rules	The opportunity for classes to mix will be kept to an absolute minimum. The yards will be zoned off for break and lunchtimes, therefore, no more than 2 classes at any one time will be on each yard. Staggered break and lunch times will continue and children in Key Stage 2 will continue to eat lunch within their classrooms. Whole school assemblies will not take place. All assemblies will be undertaken virtually. Seating in staff resting areas will be positioned so as to maintain 2m social distancing. Staff are encouraged to wear face masks in communal areas. Staff fridges to remain in use and will be cleaned as part of the regular cleaning schedule.
Contracting Coronavirus - Staff Welfare Facilities	All pupils and staff on site	Staff all aware of social distancing rules	

Staff to bring in all food and drink necessary for the day.

All cups, plates, cutlery etc. to be taken home by staff at the end of the day.
Children to bring a packed lunch or order a hot school meal from the canteen. Hot meals will be delivered to Key Stage 2 pupils.

Foundation Phase pupils will eat their lunch (packed lunch or hot school dinner) in the dining hall. This is based on a staggered schedule.

All eating areas to be wiped down thoroughly before and after eating, using normal household cleaning products.

Key Stage 2 pupils will eat their lunch (packed lunch or hot school dinner) in their classrooms or picnic outside weather permitting. Hot school dinners will be delivered to classrooms.

Water bottles can be refilled by children (where they are able) or staff, using proper hand hygiene processes before and after.

First Aid needs assessment to be reviewed based on the number of people likely to be on site at any time.

First aiders to consider what low level interventions pupils may be able to manage for themselves so as to maintain social distancing as far as possible e.g. older pupils could use a cold compress on a leg or arm

All TA's have undertaken basic first aid training.

Additional PPE (masks and visors) are in place for first aid interventions that require close contact, particularly where examination or treatment of

Contracting
Coronavirus –
pupils eating
and drinking

All pupils
and staff
on site

Staff all aware of
social distancing
rules

Contracting
Coronavirus –
First Aid
Provision

All pupils
and staff
on site

Staff all aware of
social distancing
rules

Contracting Corona Virus – Corridors and circulation areas	All pupils and staff on site	Staff all aware of social distancing rules	face, mouth or head is required e.g. managing bleeding from a head wound or where the spray of bodily fluids is likely e.g. child vomiting Corridors and circulation areas will be assessed for pinch points, passing places, and areas of high volume usage, and appropriate signage to be displayed. Pupils to be given clear instructions regarding corridor/circulation area behaviour and social distancing. Minimise number of children in corridors and circulation areas at any time. Control measures in place are: • Keep left when walking in corridors/up and down stairs • Staggered lesson changes • Supervised movement between classrooms • Allocated entrances in/out of the school building • Staggered access to the cloakroom
Contracting Corona Virus – Access and Egress, Drop Off and Pick Up	All pupils and staff on site	Staff all aware of social distancing rules	Clear signage visible to children, parents and visitors to maintain social distancing. Parents have been given clear instructions around start and finish times. All waiting areas for parents to be outside, ensuring they adhere to their allocated points for drop off and collection. Parents will be encouraged to wear face masks when on site. Parents will be encouraged not to congregate on school site when dropping off and picking up. Visitors will be encouraged to wear a face mask.

Where possible, contractors will be asked to visit site outside of school hours.

Contracting
Corona Virus
– school
offices

All pupils
and staff
on site

Staff all aware of
social distancing
rules

Social distancing to be maintained in school
offices - furniture to be removed or taken out of
use where necessary

Windows to be kept open at all times where
possible.

Cleaning to be carried out between users if more
than one person to use workstation (e.g. part
time workers)

Consideration to be given to providing staff with
own keyboard and mouse, where workstations
are normally shared.

Consideration to be given to how phones can be
sanitised between users if staff do not have own
hand or headset.

Contracting
Coronavirus –
illness in
higher
vulnerability
individuals

All staff
and pupils
in the
government's
predefined
list of
people at
higher risk
– includes
some
common
conditions
such as
diabetes
and
asthma

Staff all aware of
social distancing
rules

Staff who are identified as clinically extremely
vulnerable should follow the published guidance.
These members of staff should continue to
discuss with their schools how they will be
supported.

Those living with someone who is clinically
extremely vulnerable can still attend work where
home-working is not possible.

Children are no longer considered clinically
extremely vulnerable with respect to COVID-19.
There may be a small number in this group who
may have been advised by their own specialists to
isolate or reduce their social contact because of
their medical condition or treatment. All staff be
made aware of the child's medical needs and be
vigilant to any signs of illness.

Staff who are at increased risk can continue to
attend school. While in school they should follow

the interventions to minimise the risks of transmission.

People who live with those who are at increased risk can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.

Returning to the workplace – staff wellbeing

Staff have access to Carefirst EAP

Carefirst details to be redistributed to staff:

Care First

Free access to confidential advice and support line 24 hours a day, 365 days a year.

0800 174319

365 days a year 24 hours a day, 7 days a week.

www.carefirst-lifestyle.co.uk

Care First login for NCC employees:

Username: newcc001

Password: wellbeing

Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns

Staff considered to be vulnerable to have individual assessment

Due to a significant surge in Covid-19 cases and new variant, no after school clubs will resume at present.

Games involving close physical contact will be discouraged

Games involving shared play equipment to be discouraged, where equipment is used, this will be cleaned thoroughly afterwards.

Shared outdoor play equipment to be cleaned frequently. Avoid use of resources that cannot be easily cleaned such as sand pits.

Contracting Coronavirus – breaks, lunchtime and use of shared play equipment

Pupils on site

Posters and Messaging – ensuring that the right information is disseminated	All pupils and staff on site	Staff all aware of social distancing rules	Breaktimes/lunchtimes to be staggered/zoned to minimise contact groups mixing. Appropriate posters to be placed in strategic locations around the school Information and updates will regularly be distributed via school messaging systems: Teacher 2 Parents, High Cross Chronicle, Twitter. All staff will have access to read this risk assessment to ensure they have a clear understanding of how we can keep Covid safe.
Social Distancing – Emergencies	All pupils and staff on site	Staff all aware of social distancing rules	Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible.

Name of Risk Assessment Reviewing Manager:	Mrs Nicky Pegington & Miss Sarah Dunn
Signed by Chair of Governors:	
Date Reviewed:	4.1.22

Date of Assessment	Further Action Required	Assessed by	Date of Next Assessment
1.09.22	Autumn Term 2022 All risks highlighted above are now replaced with the latest guidance from Welsh Government Schools: coronavirus GOV.WALES Symptoms Children and young people with mild symptoms can continue to attend school. Mild symptoms include a runny nose, sore throat, or slight cough, in children who are otherwise well. Children and young people who are unwell and have a high temperature should stay at home. They should avoid contact with other people where they can. They can go back to their setting when they no longer have a high temperature and are well enough to attend. If a child or member of staff tests positive	Nicky Pegington	1.9.23

	Many people with COVID-19 will no longer be infectious after 5 days. You should therefore avoid contact with other people for at least 5 days after the day you took your test, or from the day your symptoms started (whichever was earlier). Pregnant Staff Individual risk assessment will be conducted with CP as soon as member of staff notifies of pregnancy. Risk assessments will be undertaken again at 26 weeks+. The pregnant member of staff and the employer must be happy with the outcome. Ventilation Classrooms are adequately ventilated but must be maintained with not being too cold. We understand that: ● Partially opening windows and doors can still provide adequate ventilation. ● Open higher-level windows to create fewer draughts. ● If the area is cold, relax dress codes so people can wear extra layers and warmer clothing. ● Set the heating to maintain a comfortable temperature even when windows and doors are partially open. ● Consider providing additional sources of heating if required. Only use fan convector heaters if the area is well ventilated. ● Regularly airing the space in rooms by opening windows and doors helps to reduce the risk from viruses in the air		
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