

<b>Risk Assessment – COVID-19 (v3.3)</b>	<b>19/07/2021</b>	<b>Ham Dingle Primary</b>
<b>Responsible Person</b>	Deb Hunt Head of School	
<b>Other Persons Involved</b>	Rachel Garratt – School Business Manager Ross Taylor – Site Manager Cath Feane – Assistant Headteacher Sam Matthews – Assistant Headteacher Michelle Green – Executive Headteacher	
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Schools coronavirus (COVID-19) operational guidance (from Step 4) (14 July)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (14 July)</a></li> <li>• DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (14 July)</a></li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care (15 July)</a></li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (19 July)</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (primary)</a></li> </ul>	

<b>Details</b>	<b>DFE Coronavirus Helpline 0800 046 8687</b>
<p>A risk assessment covering school/setting operation following the move to Step 4 (from 19 July)</p> <p><b>A revised system of control measures is in effect</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell</p>	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school</li> <li>• Staff are encouraged to take part in asymptomatic testing</li> <li>• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test.</li> <li>• Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Where a PCR test returns a positive result: <ul style="list-style-type: none"> <li>○ The staff member must notify the school of the test result immediately</li> <li>○ The staff member self-isolates in line with self-isolation guidance</li> <li>○ Where two or more confirmed cases occur within 14 days the school contacts the DfE helpline for advice on any further action required</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>.</li> </ul> </li> <li>• If the PCR test result is negative the staff member can return to school when they feel well enough to do so.</li> <li>• Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school. <b>Staff to self-administer LFD tests twice weekly on a Monday and Thursday morning. Volunteers and trainees are also testing twice a week.</b></li> </ul>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>• Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Where two or more confirmed cases occur within 14 days the school contacts the DfE helpline for advice on any further action required</li> <li>• Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so</li> <li>• Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school</li> <li>• Where an LFD test returns a positive result the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive.</li> </ul>
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test.</li> <li>• Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left. <b>Any pupil who displays signs of being unwell is immediately referred to Head of School or Assistant Head. Arrangements for child to be sent home to be made by office staff. The pupil will be taken to the ARC by a member of staff where they can be monitored and supported until they are collected by their parents or carers. The supervising member of staff calls for emergency assistance immediately if the pupil's symptoms worsen and informs the office. The parent will need to enter the main reception area to sign out their child and then walk across to the ARC where the supervising adult will release the child.</b></li> </ul>

- Cleaning and disinfection of the area is carried out in accordance with DfE guidance [COVID-19: cleaning of non-healthcare settings](#) Any waste from isolation room will be sealed in yellow hygiene bag and disposed of immediately into the large outdoor bins

Good Hand and Respiratory Hygiene

- Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose.
- ‘Catch-it, bin-it, kill-it’, promoted throughout school.

**Pupils and staff** will be required to clean their hands at the following times during the school day:

- when they arrive at school,
- before eating their morning snack
- when they return from morning break
- when they change rooms
- before eating their lunch
- after eating their lunch
- when they return from their outdoor lunch break
- After every PE lesson
- After every visit to the toilet
- After sneezing

Hand hygiene protocols are to be re-visited on Tuesday 7<sup>th</sup> September when the children will receive reminders about the expectations of practices and protocols in school

Cleaning

- A cleaning schedule is in place with an emphasis on frequently touched surfaces
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)

**Details specific to Ham Dingle**

- A cleaner is on site all day and enhanced programmes in place.
- All cleaning and lunchtime staff have been trained in cleaning expectations under Covid regulations by the SBM using the LA training materials.
- Wipes/sprays remain next to photocopiers/printers etc
- Standards of cleaning in school are monitored by the Site Manager
- At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment.
- Each class has their own allotted set of classroom cleaning equipment which is stored appropriately within the classrooms and topped up as needed.
- All desks will be cleaned down either by the class teacher, the TA or SS, twice during the day. This will include when pupils are having their **mid-morning break** and before the arrival of the pupils back into class from their **lunch break**.
- Shared spaces will be cleaned more frequently. Cleaning times and areas are as follows:

<b>TOILETS</b>	<b>EYFS Toilets</b>	<b>KS1 Toilets Boys &amp; Girls</b>		<b>KS2 Toilets Boys &amp; Girls</b>	
11.00am	LR/EC	RT	RT	RT	RT
1.00pm	TL	SS	SS	SS	SS

**Infection Control (practices)**

Staff, Pupils, Visitors

Operational practices in place to minimise the risk of the spread of infection

<b>Handrails</b>	KS1 playground steps
9.30am	RT
11.30am	RT
1.00pm	SS

Daily Cleaning Rota of Shared Areas			
Time	Cleaning Activity	Enhanced	Who
7.00 am	Check & replenishment of sanitiser, cleaning materials etc	Y	RT
9.30am	KS1 Handrail	Y	RT
11.00am	Staff Toilets	Y	RT
11.00am	KS1 pupil toilets	Y	RT
11.00am	KS2 pupil toilets	Y	RT
11.30pm	KS1 Handrail	Y	RT
1.00pm	KS1 Pupil Toilets	Y	SS
1.00pm	KS2 Pupil Toilets	Y	SS
1.00pm	EYFS Toilets	Y	TL
1.00pm	KS1 Handrail	Y	SS
3.00pm- 6.00 pm	Whole school Deep Clean	Y	SS, JD, CB

#### Outbreak Management Plans

- Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health)

The school will be divided back into class bubbles, face coverings in communal areas will be reintroduced for adults, visitors to the school will be reduced to those essential to meeting the needs of vulnerable pupils.

- The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.
- Mechanical ventilation systems are set to 'fresh air' mode where possible.
- Single room systems continue to operate as normal
- Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.
- Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room
- Non-fire doors are propped open to support ventilation and to remove need for hand contact

#### **Details specific to Ham Dingle**

- Each class will have windows and non-fire doors open for ventilation. Windows in the main hall and staff room will also be open. However, all fire doors will remain closed. Rooms should have air refreshed at break times by opening all doors whilst children are outside.
- Staff to avoid entering front office. Conversations with office staff should take place from other side of the sneeze screen.
- SBM office has no window so door will be kept open and top window in main office kept open

			<ul style="list-style-type: none"> <li>Staff PPA room has no window so door kept open and window on corridor will be kept open.</li> </ul>
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures</li> <li>This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>Staff have access to Group's <a href="#">occupational health and counselling service</a></li> </ul> <p><b>Details specific to Ham Dingle</b> Any updates to the risk assessment or control measures are communicated to staff on a weekly newsletter 'Start the Week'</p>
<b>Anxiety, stress and worry</b>	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> <li>All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner</li> <li>Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> </ul> <p>Any changes and updates will be communicated by letter sent via Parentmail and the school website and via weekly Friday Flyer</p>
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>Important updates/changes included in CEO's Heads Bulletins</li> <li>Regular key guidance updates issued by Group H&amp;S Manager</li> <li>Headteacher to ensure that all relevant guidance is followed and communicated to staff</li> <li>Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly</li> <li>The LGB is kept informed on changes in guidance and school approach</li> </ul> <p>Any updates to the risk assessment or control measures are communicated to staff on a weekly newsletter 'Start the Week' All staff sign to say they have read the RA using iHasco system</p>
<b>The school lapses in following national/group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<p><b>Details specific to Ham Dingle</b></p> <ul style="list-style-type: none"> <li>HT to review the risk assessment weekly, in conjunction with Business Manager, Site manager and other senior leaders. All members of staff will be encouraged to report any omitted risks which the HT will then add into the risk assessment. The current risk assessment will be shared with staff weekly (Start the Week) and updated on the school's website. Parentmail alerts will be sent to parents to alert them to the changes if relevant and also published on Friday Flyer.</li> </ul>

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Guidelines will be produced when extra-curricular clubs and activities are re-introduced in September	Mid - September		

**Assessment completed by:**

**Deb Hunt**

**Date:**

19<sup>th</sup> July 2021

**Date of next review:**

September 1<sup>st</sup> 2021