

COVID-19 Risk Assessment and Action Plan

Marcham CE Primary School

This COVID19 Risk Assessment sets out the decisions taken, and the measures put in place for the return to school in September 2021 to ensure that school continues to operate in a safe way. It should be read in conjunction (but not exclusively) with these existing policies and guidance documents:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-schools)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](https://www.hse.gov.uk/riddor/)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2010/1261/contents/make)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-schools-and-other-childcare-facilities)

It is specific to Marcham School and to our circumstances. We take the responsibility of the health, safety and welfare of our whole school community seriously. We have moved into Step 4, and there has been the relaxing of some restrictions. However, we remain vigilant and continue with our control measures which are:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

In spite of all these precautions, we continue to be in extraordinary circumstances which need a daily review as we may encounter situations not yet foreseen. This document details, as far as is possible, how the school deals with the specific risks.

Identify the hazards (anything that can cause harm):	Who might be harmed?	What measures are in place to reduce the risk?	What further action is needed to reduce the risk? (State actions)	Action: By whom and when	Estimate Risk (post-action)
Potential for transmission of COVID-19 through use of the school building and facilities	Staff Children	• COVID-19: implementing protective measures in education and childcare settings; COVID-19: guidance for schools and other educational settings documents followed. • General Health and Safety checks are compliant (see Health and Safety audit results – Jan '21) • Entry and exit routes have been varied to minimise			

		proximity of children to each other. • Pre-school has a separate entrance. Their start and end times differ from that of the school. • Kitchen deliveries are delivered to own entrance which is beyond pupils' areas. • Classes continue to work discretely. (See classroom practices) • Clear signage placed appropriately on site, including entrance and exit instructions. • Enhanced cleaning regime is possible. (See cleaning practices) • Although masks and social distancing are no longer required, parents have been asked to be considerate of others and maintain caution as far as is possible. • Parents are only allowed in school building by invitation. Most contact continues to be by email or telephone.	-Parents to be regularly informed of the practical measures being taken	VH – Latest newsletters: 26/08/21; 03/09/21	
Changes to Emergency Evacuation as a result of COVID-19		• Evacuation routes and procedures confirmed and any changes shared with staff. • PEEPs reviewed in light of staffing availability	-Staff pack regularly updated with any changes to practice. Procedures with new class teams to be rehearsed. -Consideration given, as pupils return and join the school, to any additional PEEPS which may need to be written.	VH – 28/08/21 JJ – September VH – 03/09/21	Medium
Potential for transmission of COVID-19 through inadequate levels of cleaning and waste disposal		• Cleaning staff capacity is adequate to enable an enhanced cleaning regime (should it be required). COVID19: Cleaning in non-healthcare settings guidance. Confirmation from TS/JF that guidance has been read/understood and can be put into practice. • Priority list for TS for thorough cleaning, including after suspected case of COVID19. • Adequate cleaning supplies are available. Arrangements for longer-term supplies are in place. Alcohol gel is safely and appropriately stored. • Waste disposal process in place for potentially contaminated waste.		04/01/21	

		Whole school has been deep cleaned <i>before</i> the return to school in September.			
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Potential for transmission of COVID-19 through Classroom practices		• Classroom entry and exit routes remain varied and discrete for all classes to minimise 'bunching'. • The number of discrete teams has been reduced from 7 to 3. Each team has 2 or 3 classes. • Each 'team' has own set of resources to use outdoors. Class resources remain within the classes. • Fabric resources or resources not easily washable or wipeable removed. • Laptops and Chrome books wiped with antibacterial wipes after use. • Information posters on hygiene on display in every classroom. • Pupils will be reminded of handwashing requirements and illness triggers. • Handwashing/sanitisation practices maintained – minimum expectations: on entry to school, after break, before lunch, after lunch, before going home. • Pupils asked to come to school with a named personal water bottle. • Pupils asked to bring their packed lunch in a named plastic wipe clean lunchbox, if not being provided with a school meal. • Lunchtime arrangements means each class has a discrete area for eating. There are 2 sittings. • Lunchtime supervisors will be expected to clean tables with antibacterial sprays in preparation for lunch, between sittings and after lunch. • From their first day, each child will have wellies or outdoor shoes. These will stay in school until the end of term.	-Check all information posters are clearly on display.	VH/JJ 03/09/21	

Potential for transmission of COVID-19 through staffing practice		• Return to school procedures are clear for all staff. • Although masks are no longer required in communal areas, staff are to be considerate and minimise close contact. • Hand gel will be available in key areas (lobby area, office area, school hall). • Staff toilet areas – staff will be expected to adhere to general hygiene measures after use. • All staff meetings will have a hybrid model, so staff can attend remotely from home if they wish. • Adults not members of staff or allocated to a team will not be allowed in school unless invited. Volunteers • Professional visitors (external Local Authority experts/ peripatetic teachers/ supply teachers) and invited volunteers are welcomed back into school. They will be asked whether or not they have been lateral flow testing but there is no legal compulsion to do so. They might choose to wear masks of their own volition. • Arranged meetings with parents will be held in the meeting room which has an external door, meaning that they need not come into the main body of the school. • Staff will be responsible for their own health assessment. • It is a member of staff's responsibility to inform the headteacher and possibly school office if there are any changes to their circumstances.	-Staff information to be re-issued in light of practical review of RA since restrictions have been lifted (Step 4). This will include: -This risk assessment -Contingency plan -Evacuation procedures -Hygiene expectations in class -Staff to confirm that they have read the risk assessment and documents, and that they fully understand and will comply with protocols and expectations.	VH-26/08/21 –	High
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Potential for transmission of COVID-19 through inadequate social distancing/prevention of transmission measures.		• The wearing of masks or visors to school when parents are dropping off or picking up children is no longer a requirement. Parents do so of their own volition. • There is no longer a staggered start and end to the school day. However, the multiple entrance and exit points which have been maintained to decrease 'bunching' in school corridors. • Windows opened to increase air circulation, especially during play and lunch times if it is too cold to do so during lessons. Pupils can wear coats in class if the room is cold because of ventilation. • All non-fire doors should be wedged open to minimise the transition of the virus through touching and increase ventilation. • Range of equipment available for use is limited and restricted to each group. • A rigorous and regular handwashing routine is in maintained. • School meals are prepared on site. This minimises contact from outside agencies. A thorough cleaning routine takes place between lunch sittings. • Break and lunchtime play have been zoned. Each team has a discrete area of the school field on which to play within their own groups. • Toilet arrangements mean that there remains one set of toilets per class team. • Water fountains still not to be in use. • Supply of hand soap and toilet roll checked daily. • Celebration assemblies take place virtually and not as a mass gathering in the school hall. Collective Worship will be conducted in KS1 and KS2 teams. • Cleaning materials and tissues etc disposed of in line with PHE guidelines.	-Newsletter -Newsletter	VH – 26/08/21	Medium

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Potential for transmission of COVID-19 through suspected/confirmed case of COVID19 in school.	Staff, children	<u>Pupils: symptoms</u> - Children exhibiting symptoms of COVID-19 in school - high temperature; - new continuous cough; - loss of, or change to, sense of taste or smell; will be isolated in the Blue Room and will be required to be picked up by a parent from the front entrance of school immediately. The staff toilet can be used and then cleaned before any other use. Parents will be required to get their child tested. - Staff members should use PPE if personal care is required or if it is felt necessary. - The child should not come back to school until they have been tested and results have been returned. The headteacher and school office should be informed and kept up to date with proceedings. <u>Staff: symptoms</u> - If a member of staff exhibits COVID-19 symptoms in school, they must leave the site immediately. They should then ensure that they have a PCR test. - The staff member should not come back to school until they have been tested and results have been returned. The headteacher and school office should be informed and kept up to date with proceedings. - Schools no longer required to undertake routine contact tracing as NHS are now responsible for notifying individuals identified as close contact. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			

		<u>Post-testing</u> - If the individual tests positive, they must self-isolate at home for 10 days from the onset of symptoms or results of the PCR test. They should follow the guidance available online: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Other staff members who have been fully vaccinated will not need to self-isolate unless they have symptoms or are contacted by NHS Track and Trace. - If the test results are negative, then the individual can return to school if they are well enough. In all positive cases: - An enhanced and thorough clean will be done. - Best practice hygiene requirements will be followed. - In the event that there is an outbreak, please see out Contingency Plan.			
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Increased stress and anxiety resulting from Covid-19 concerns: re-orientation.	Staff Pupils	- Everyone will adhere to our Christian Values and act in love and kindness. - All staff, insofar as they are capable, will remain positive and empathetic to others. - All staff, insofar as they are capable, will engender a spirit of 'belonging' for their pupils in their classes. - Any member of staff/ pupils feeling vulnerable/ upset/ unsure will be treated with respect – they will be listened to and opportunities/space/time will be given to process, readjust and 'be'. - A notable proportion of the curriculum may need to be focused around PSHE and well-being. Staff will need to consider this as a school priority. See Curriculum - Consideration of the impact of COVID19 on families may mean additional support required (increased FSM/ PPG eligibility; referrals to social care/other external agencies). See Safeguarding	-Staff newsletter in light of return on 2nd September. Practical review of RA. -Staff meetings continue to address emotional wellbeing issues. -Staff wellbeing addressed.	VH – 28/08/21	Medium
				Ongoing	High
					High

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Negative impact of COVID-19 on Safeguarding.	Pupils	- Existing practices maintained. Awareness of families where additional stresses from the impact of COVID19 may have heightened risk of harm. - Use of CPOMS to be encouraged for all staff. Senior staff to be kept updated by staff of any changes.	-Safeguarding training reiterates this	VH – 20 and 21/01/21	
Negative impact of COVID-19 on Governance.	Staff Pupils	- Meetings and decisions that need to be made prioritised. School leaders (incl. governors) in regular contact. - Governance business is resumed but meetings will continue to be held virtually or run as hybrid			Medium

		sessions.			
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Risk assessment completed by: Viv Hutchinson (Headteacher)

Date: 26th May 2020
Reviewed: 6th July 2020
Reviewed: 7th September 2020
Reviewed: 22nd January 2021
Reviewed: 5th March 2021
Reviewed: 3rd September '2021

Ratified by: Chris Frost (Chair - Governing Body)

Date: 15th September '2021

Contingency plan element of the risk assessment

The local authority may advise school to take contingency action and PHE guidance sought if:

- 10% or more (approximately) of a class or year group (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days*
- 5 or more confirmed COVID-19 cases in a single class or year group (or other equivalent groups) in the previous 10 days*
- 10% or more (approximately) of all staff been confirmed as positive for COVID-19 in the previous 10 days*
- 2 or more cases in 10 days in students who are boarding in a school or in a residential setting such as holiday camp or in a SEND educational setting*
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your student or staff population due to COVID-19.

In any such case, one or more of these additional measures will be taken:

- Bubbles or class teams will be re-introduced. This may be done in specified areas of the school (eg. The new classrooms) where isolation from the rest of the school is possible and the mixing of pupils minimised.
- Close contacts may be asked to self-isolate.
- Social distancing measures in school resumed
- Breaktimes may be staggered if more than one team is affected;
- Class teams affected may have their lunch served Lunchtime arrangements;
- Lessons to be taught outside if possible and ventilation increased;
- Masks for adults to be reinstated in shared areas
- Staff meetings and other meetings will be held online.
- Enhanced cleaning will take place as necessary

These actions, taken in order to contain an outbreak, are in line with practices exercised during previous lockdowns. In all cases, reporting to the Local Authority or PHE will be undertaken as appropriate. Increased communications with staff will also be necessary.